**Directions for Program Review Update (PRU) Readers 2016**

PRUs are available here (since these are drafts, please do not share this link except as needed): <http://www.laspositascollege.edu/instructionalprogramreview/ProgramReviewUpdate2016-17.php>

**Readers:**

1. You are responsible for the Program Review Updates listed by your name on the attached spreadsheet. (Those in parentheses are not posted yet but are promised by 10/17. If they are not posted by 10/18, you do not need to read them).
2. You should read Section 1 (Program Snapshot) and Section 3 (Assessment Results) for each PRU. You do not need to read Section 2 or Section 4.
3. Use the Program Review Reader’s Worksheet to take notes on the PRUs you read. It is suggested that readers be finished reading your PRUs by Monday, October 31. (This will depend on when you set a meeting with your team’s administrator). You will complete one single worksheet (unless you are reading PRUs for two divisions; then you should fill out a worksheet for each division). You should not fill out a separate worksheet for each PRU; put your comments about all the PRUs on one worksheet. The worksheet is available on the Program Review web page under “Tools For Readers”: <http://www.laspositascollege.edu/instructionalprogramreview/>
4. When you have finished reading and taking notes, email your Reader’s Worksheet to the administrator on your team.
5. Meet with the other readers from your area and the Dean of that area. Your meeting should probably be the week of October 31st. You could also meet on Wednesday, November 9; the PRC meeting will be cancelled that day. You will share your note with the dean and discuss information that will help the dean write his/her summary.

**Deans/Administrators:**

1. For each PRU in your division or area, read Section 1 (Program Snapshot) and Section 3 (Assessment Results). You do not need to read Section 2 or Section 4.
2. Use the Program Review Reader’s Worksheet to take notes on the PRUs you read. It is suggested that readers be finished reading your PRUs by Monday, October 31. (This will depend on when you set a meeting with your team). You will complete one single worksheet (unless you are reading PRUs for two divisions; then you should fill out a worksheet for each division). You should not fill out a separate worksheet for each PRU; put your comments about all the PRUs on one worksheet. The worksheet is available on the Program Review web page under “Tools For Readers”: <http://www.laspositascollege.edu/instructionalprogramreview/>
3. The other readers should email you their Reader’s Worksheets before you meet.
4. Once you have finished reading PRUs, you should meet with the PRC readers for your area. They will share their notes with you and discuss any information that will help you write your summary. Your meeting should probably be the week of October 31. You could also meet on Wednesday, November 9; the PRC meeting will be cancelled that day (but please note that this only gives you five days to complete the summary before the due-date).
5. Write the Dean’s Summary for your division. The template is available on the Program Review web page: <http://www.laspositascollege.edu/instructionalprogramreview/>
6. Write any suggestions for revisions to PRUs. The Suggestions for Revisions template is available on the Program Review web page.
7. Send a draft of your summary to Karin Spirn and to your division by **Friday, November 13.**
8. Send any suggestions for PRU revisions to programs by **Monday, November 14.**
9. Discuss the summary at the **November 16th Division meeting.**
10. Final drafts of Dean’s Summaries should be submitted to Karin Spirn at the beginning of Sp17. The exact date will be determined soon by the IPEC committee and announced.