**Timeline and Checklist for Department Chairs**

|  | Date | Documents |
| --- | --- | --- |
|  | 01/20/21 Wed | Attend mandatory Flex Week activity for Program Planning |
|   | 03/12/21 Fri | Equity and Guided Pathways Program Planning Workshop |
|   | 03/19/21 Fri | SLOs and Data Resources/Analyses Program Planning Workshop |
|   | May 2021 | Updated instructions available for fine-tuning program plans |
|   | September 2021 | Begin draft reviews with mentors |
|   | 10/22/21 Fri | Q & A Workshop |
|   | 10/29/21 Fri | Department Chair and Dean check-in: program plan progress and questions |
|   | 11/15/21 Mon | PROGRAM PLAN WORKING DRAFT (even if draft is not complete) and all SLO departmental assessments (7 years) due for review to:* Mentors
* SLO Coordinator
* CTE Dean (if CTE program) for review
 |
|   | 11/29/21 Mon | COMPLETED PROGRAM PLAN/ 1ST DRAFT and SLO departmental assessment forms (7 years) due to:* Mentors
* Instruction Office (Alicia Brewer acbrewer@cabrillo.edu)
 |
|   | 01/28/22 Fri | PRESENTATION DRAFT and SLO Departmental Assessment forms (7 years) due for review to:* Mentors
* SLO Coordinator
* CTE Dean (if CTE program)
 |
|   | 02/04/22 Fri | FINAL PRESENTATION DRAFT and SLO Departmental Assessment forms (7 years) due to:* Mentors
* Instruction Office (Alicia Brewer acbrewer@cabrillo.edu)
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|   | 03/04/22,03/11/22,03/18/22 | Program plan presentations to CIP. They will be scheduled on a Friday in March. Schedule to be determined by the Instruction Office. 20 min each. |

* Reminder: SLO Departmental Analysis for the previous seven years (2014-2020) must be attached to the program plan.
* Please submit all documents electronically.

**Mentors for Department Chairs**

| Department/Division | Dept Chair/Presenter | 1st Mentor | Second Mentor(s) |
| --- | --- | --- | --- |
| Astronomy | Rick Nolthenius | Dave Reynolds | Jim Weckler |
| Biology | Yves Tan | Dave Reynolds | Anna Zagorska, Gerlinde Brady |
| Communication Studies | Skye Gentile | Paul Harvell | Robin McFarland, Gerlinde Brady |
| Criminal Justice | Ginger Charles | Paul Harvell | Mark Ramsey, Gerlinde Brady |
| Psychology | Jennifer Lee | Paul Harvell | Liz Soluri |

**Important Contacts:**

SLO: Jennifer Cass, jecass@cabrillo.edu, 831.477.6184

Office of Equity: Dr. Kofi Akinjide, koakinji@cabrillo.edu, 831.477.3548

Articulation: Carolyn Jackson, cajackso@cabrillo.edu, 831.479.6272

PRO and Data Questions: Terrence Willett, tewillet@cabrillo.edu, 831.477.5656

Office of Instruction: Alicia Brewer, albrewer@cabrillo.edu, 831.479.6451

**Useful Links and Resources:**

[Previous Program Plans on BoardDocs](http://go.boarddocs.com/ca/cabrillo/Board.nsf/goto?open&id=B24NPQ5A3E54)

[Program Planning Information from the Planning & Research Office](https://www.cabrillo.edu/pro/pro-planning-page/) (PRO)

[Program Planning Guide](https://docs.google.com/document/d/11Y8dkcMik7lGvnJIleuQOU6hE0CFI98ChlnJ6wQu3H4/edit) for using eLumen

[eLumen App Login](https://cabrillo.elumenapp.com/elumen/Controller?actionClass=loginAction&processType=login&page=login/login.jsp)

[Data Research Request page (PRO)](https://www.cabrillo.edu/pro/pro-research-page/)

[Student Drop Survey - BoardDocs](http://go.boarddocs.com/ca/cabrillo/Board.nsf/goto?open&id=BVVV7M7779E4)

[Guided Pathways](https://www.cabrillo.edu/guided-pathways/for-employees-and-community-members/)

[SLO Resources](https://www.cabrillo.edu/faculty-senate/outcomes-assessment-review-committee-oarc/slo-resources/)

[Office of Equity presentation](https://docs.google.com/presentation/d/1aMxwi8aclbLbD_56mYaz8SGeavyduV3AXrfJI15HxrU/edit#slide=id.g35f391192_029)

[Syllabus Review canvas course](https://cabrillo.instructure.com/courses/10437)

[Articulation website](https://www.cabrillo.edu/articulation/)

**Council on Instructional Planning (CIP) Committee Members:**

Anna Zagorska, Faculty Senate President: Co-Chair

James Weckler, Dean of BELA: Co-Chair

Paul De La Cerda, VPI

Robin McFarland, Faculty Senate Representative

Enrique Buelna, Faculty Senate Representative

Jennifer Lee, Faculty Senate Representative

John Graulty, Dean of VAPA

Dave Reynolds, Dean of NAS

Cynthia FitzGerald, Associate Dean of HAWK

Mark Ramsey, Associate Dean of HAWK

Paul Harvell, Dean of HASS

Gerlinde Brady, Dean of CTC

Terrence Willett, Dean of Research, Planning, and Institutional Effectiveness (PRO)

Eddie Cervantes, Dean of Education Centers, Distance Ed, and Dual Enrollment

Jennifer Cass, SLO Coordinator

Liz Soluri, Faculty Lead for Guided Pathways

Steve Schessler, Faculty Lead for Guided Pathways

Kofi Akinjide, Equity Director

Sally Larter, Student Services/CESS rep