

Program Planning Check list:

I've been notified by UGS to begin my Program Planning Process, What I have to do next....

- Review PP policy/procedures and supporting resources
(see <http://www.sjsu.edu/ugs/faculty/programplanning/index.html>)
- Request and review RDE information and prepare data to address Student experience, retention and graduation rates.
- Determine what faculty member will write Program Plan.
 - Request release time for Program Plan author.
- Do I need to request special exceptions?
 - Use PP Request for extensions/late submission or request approval
 - Submit to Dean for approval, Dean will forward to UGS/PPC as Extension Notification
- Write Program Plan
 - Download Program Plan Template from website and refer to guidelines within.
 - If applicable, prepare Program Review of GE, review of certificate programs, and/or 120 Unit Exemption.
- Submit to Dean for Approval
 - CC to UGS (programplanning@sjsu.edu) so they can update PP Review Tracking
- Dean sends Approval to department and UGS
 - CC to UGS (programplanning@sjsu.edu) so they can update PP Review Tracking
- External Reviewers Invited by UGS
 - Work with UGS to schedule External Reviewer visit
- External Reviewers have submitted report
 - Copy of report sent to Dean and UGS
 - Is a rebuttal necessary?
 - Have we sent a thank you letter to reviewer? (make sure to cc: UGS)
 - Work with UGS to reimburse external reviewers expenses
- Will College Curriculum Committee review prior to submitting to Dean?
 - If CCC reviews Plan and Report you must submit a copy of their Response to the Dean, GS&R and UGS
- Responses sent to Dean for final report
 - CC to UGS (programplanning@sjsu.edu) so they can update PP Review Tracking
- Dean Finalizes Report
- Program Planning Committee reviews program planning report, external evaluator's report and all responses, and prepares Letter to Provost
 - PPC sends letter to Provost with CC to Departments
- Hold Final Meeting with Dean, Provost and Department to discuss Action Plan
 - Action Plan is negotiated based on recommendations of department, dean, external reviewer, Program Planning Committee, and Provost.
 - Action Plan is signed by chair, dean, and provost
 - Action Plan is posted on Program Records webpage, along with Letter to the Provost.