

Student Support Programs and Administrative/Operational Department Program Review: Frequently Asked Questions

Updated 8/1/2026

1. What is the deadline to submit a program review self-study for 2026?

The committee expects to receive all self-studies by January 15th, 2027. But it is important to remember that your Dean must review and approve your self-study first, so make sure to stay in communication with them so that they have sufficient time to provide you with feedback/suggested edits prior to the submission deadline.

2. Who should submit a self-study?

One major change for this cycle is that each manager will submit one self-study for all the program under their purview. Only managers can submit a non-instructional program review. Individual area staff and faculty can and should contribute to the development of self-studies, Strategic Action Plans, and resource requests, but managers are ultimately responsible for synthesizing that information, ensuring alignment with divisional and institutional priorities, identifying realistic and high-impact requests, and maintaining those plans over time in partnership with their Deans.

3. Why was a change made to only allow managers to submit non-instructional self-studies?

The move to a one-manager-per-program-review model is the result of several years of evaluating our current processes, along with requests from previous Program Review Committee chairs to establish a clearer and more consistent list of non-instructional programs participating in program review.

Historically, there has been significant flexibility in who could submit a non-instructional program review. Previous committee chairs generally accepted any new submissions because determining what constitutes a program or unit was often contentious and was viewed as a decision that belonged to the executive level. As a result, the committee received approximately 67 separate annual updates from non-instructional areas last year.

The volume of submissions has created challenges for meaningful review. Receiving 67 self-studies and annual updates makes it difficult for the Program Review and Planning

Committee, the Planning and Budget Steering Committee, and area administrators to thoroughly evaluate each document.

Perhaps more importantly, the current structure makes it difficult for Deans and Vice Presidents to engage deeply with the planning and resource needs of their areas. This can result in weaker alignment among departmental goals, division priorities, and resource requests.

One of our long-term goals is to completely align program review with the college's budget development processes. Those processes are managed by area leaders in consultation with their staff. We envision program review operating similarly.

4. OK, but since I am not a manager, does this mean my program is not eligible for funds or support?

No; you can still receive funds for your program. Our goal is to encourage collaboration, eliminate duplicate resource requests, and to make sure that each self-study receives a thorough review prior to submission. It is not our intent to block areas from making requests. The manager in your area is responsible to make sure all their programs' requests are being considered as part of the process.

5. But what if I am a manager that oversees a couple of student support programs AND an administrative/operational department?

Well first off, thank you for all you do for the college! Secondly, you can submit one student support form AND one administrative/operational department form for each group.

6. Do division office submit a self-study?

Division offices can submit a self-study that encompasses all aspects of the division that are not classroom based and the purview of faculty. These can include specialized academic support programs (i.e. Math & Computer Science Tutoring Lounge), fundraising and scholarship activities (i.e. Humanities Tea), building maintenance and operations, professional development programs or activities, marketing and communications projects, and any other non-classroom activities or projects that require collaboration across different academic departments.

7. How do I submit my self-study?

Managers will be able to submit their completed self-study through a new [PowerApps form](#). Access will be granted around the start of the fall term. In the meantime, we suggest you work on a shared document until you are ready to submit. Word and PDF versions of the form can be found on the [Program Review website](#).