To: College Council  
From: Joint Chairs of Instructional Program Review (Jessica Gibbs), Non-Instructional Program Review (Mark Clair), and Finance/Budget and Planning (Tim Isbell) Committees  
Cc: Senior Cabinet and Management Team  
Date: September 24, 2013  

The Joint Chairs of the Instructional Program Review (IPRC), Non-Instructional Program Review (NIPRC), and Finance/Budget and Planning (FBPC) Committees met to discuss findings from evaluation of last year’s PRAISE Cycle for the purpose of making improvements to this year’s planning cycle for budget year 2014-2015.

Several areas of strength were found that will be continued:

- Supporting instructions and process documentation
- User support for non-instructional program reviews through PR Area Representatives

The following opportunities for improvement will be the focus of this year’s changes. In parenthesis is the entity charged with the improvements:

- Budget worksheets (FBPC)
- Timeline for submissions (All)
- Administrative adherence to timeline (FBPC)
- Data analysis in Annual Updates (IPRC)
- Participation in technical review process for non-instructional program reviews (NIPRC)
- Evidence of program participation with division summary processes (All)
- Evidence of dialogue between managers and staff about SAO results (NIPRC)
- FBPC adherence to timeline for review of Tier 2 prioritizations (FBPC)
- Administrative feedback to programs regarding explanations for what will be funded and what will not be funded (Senior Cabinet)

The committees will convene to address these improvements and will report to the campus through updates at each College Council meeting.