Checklist for PCs

August:
- Program Coordinators should review all fall syllabi one week before the beginning of the fall semester.
- Faculty should have their course published on Canvas a week before the start of the fall semester (welcome announcement, syllabus (when approved), etc.). PCs should review all faculty Canvas sites prior to the start of the semester.
- Each PC should coordinate with the DC to hold a meeting with their faculty one week prior to the start of the fall semester.
- PCs should review the Program Data Forms and use the results for inclusion in their Program Plan.

September:
- Program Coordinators should distribute the Adjunct Availability Form on or about September 15th. The form is due back to the PC by October 15th. (link to form here)
- At the end of the second week of classes, No-show lists are due to the Registrar's Office. PCs should ensure adjunct instructors have completed the no-show reports.

October:
- PCs should collect the Adjunct Availability Form from all adjunct instructors (due October 15th)
- PCs should submit their book orders to the bookstore on or before October 31st.

November:
- If not already completed, PCs should hold a meeting with the Program Advisory Board.
- Though this work should be conducted in an ongoing fashion, by November, PCs should perform a classroom visit for any instructors scheduled for review.
- PCs should conduct a meeting with the Program Advisory Board (for those programs that meet with their Advisory Board twice per year)

December:
- All instructors are required to submit student grades a few days after the end of the semester. PCs should ensure all instructors have completed the grade submission process.
- PCs should collect assessment data related to student learning and update the data in Improve.
- PCs should review and update their Program Plan
- PCs should review student evaluations and consider the results in future teaching assignments.

January:
- PCs should review all spring syllabi one week before the beginning of the spring semester.
- Faculty should have their course published on Canvas a week before the start of the spring semester (welcome announcement, syllabus (when approved), etc.). PCs should review all faculty Canvas sites prior to the start of the spring semester.
- Each PC should hold a meeting with their faculty one week prior to the start of the spring semester.
- PCs should meet with the Department Chair and VPAA to discuss any potential changes in course offerings in the upcoming year (if these discussions had not already taken place).
- PCs should begin the development of their upcoming yearly budget.
- Program Coordinators should distribute the Adjunct Availability Form on or about January 15th. The form is due back to the PC by February 15th. (link to form here)
- Each PC should hold a meeting with their faculty one week prior to the start of the fall semester.

February:
- PCs should collect the Adjunct Availability Form from all adjunct instructors (due February 15th).

March:
- PCs should submit their book orders to the bookstore on or before March 31st.
- PCs submit their yearly budget to the Business Office.

April:
- Though this work should be conducted in an ongoing fashion, by April, PCs should perform a classroom visit for any instructors scheduled for review.
- If not already completed, PCs should conduct a meeting with the Program Advisory Board.

May:
- All instructors are required to submit student grades a few days after the end of the semester. PCs should ensure all instructors have completed the grade submission process.
- PCs should collect assessment data related to student learning and update the data in Improve.
- PCs should review and update their Program Plan.
- PCs should review student evaluations and consider the results in future teaching assignments.
- PCs should review all summer syllabi one week before the beginning of the summer semester.
- Faculty should have their course published on Canvas a week ahead of time (welcome announcement, syllabus (when approved), etc.). PCs should review all faculty Canvas sites prior to the start of the summer semester.