

Program Review Participants!

1. Derek says that electronic attachments are not feasible nor practical in our current time line and could severely jeopardize the PR database and its content. Therefore, all attachments must be provided as hard copies for inclusion. Each hard copy attachment must be referenced by naming the section it goes with and the name of your program either on a cover sheet or directly on the copy itself. You can give them to Barbara David (Bernie,s administrative assistant) in AC 102 or put them in my mail box in the mail room at Kentfield.
2. Dong will lock the four sections by 9 am on Monday (3/17). This will include: Program Overview (PO), Access and Success (AS), Facilities (FA), and Equipment, Materials and Supplies (IE). Once these sections are locked, you cannot make changes to them. And, in fact, it wouldn,t matter if you did because we have temporary help who will be photocopying those sections for the committees starting at 9 am on Monday morning.
3. Dong will lock out the remaining sections on March 27th, Thursday evening at 4:30pm.
4. All reports will be printed by the district for distribution to respective committees and for WASC. This will be handled by Barbara David. Once the sections are locked, you can still get into your reports and you can print them if you want to but you don,t need to print copies for the committees or WASC.
5. Once all the sections of the template are photocopied they will be placed in binders for the respective committees. A second set will be made for the WASC resource room and these reports will be put in binders according to the title of the program under review. Once this second set of binders is completed, you may wish to confirm all reports are complete and the appropriate materials are included for your review. We will let you know where these reports are and anytime after Tuesday April 1st you will have an opportunity to view the reports and attachments. (We are trying to make as few paper copies as possible.)
6. You are welcome to hit the submit button any time you are finished with the entire template. Don,t hit submit if you have only completed the reports due on Monday the 17th. Wait until you have completed all portions of the report. We will be printing reports off the report section of the template and that does not require you being entirely finished with the template.