

AGENDA
Program Review Revision Group
Thursday, July 18, 2013
1:30 to 3:00, 18-206

1. Review our work to date and develop a timeline for the next cycle (20 min.)

Overview:

- We have three forms—Instruction, Learning Support Centers, and Student Services—which follow the same basic template—see attached “Overview.” (CTE programs might require a fourth, CTE PR form.)
- All programs complete a yearly program review
- Faculty and facility requests are made through a separate form
- PR incorporates a six-year planning section used to inform institutional planning
- PR incorporates a “program vision,” a yearly action plan and budget sheet
- IPC implemented a process for reviewing all program reviews and now provides feedback
- Review forms at <http://collegeofsanmateo.edu/programreview/forms.asp>

Timeline:

Program review is due April 25, 2014

Electronic version is scheduled to go “live” 1/10/14

Paper form revisions need to be completed by 9/30/13

- a. _____ Survey program review completers
(Instruction, LSC’s, and SS and other?)
- b. _____ (Focus Groups?)
- c. _____ Collect surveys
- d. _____ Solicit and collect Deans’ feedback
(Plan . . .)
- e. _____ Review, revise, and finalize all forms

Forms completed, 9/30/2013

OVER

2. Electronic database format for PR (20 min.)

- a. Identify section titles that most likely will not change in revision
- b. Share plans for Phase I and Phase II (Bev and James)

3. Draft feedback survey to guide revision (45 min)

- a. Group “brainstorms” issues with the forms positive and negative—complaints, difficulties, benefits, challenges, and so on.
- b. Clarify issues, categorize, and prioritize
- c. Draft PR surveys for Instruction, LSCs, and Student Services.

4. Consider IPC review process (If time allows)