Program Review Online Working Group

Updates/Deliverables/Questions/Issues

Updates: *Program Maintenance section* – Faculty contact name to be entered as last name, first name. Include instruction to enter last name, first name. (11/4/13 w/PRIE)

Deliverables:

1. Provide a complete CTE listing to Wing for inclusion with the online program review programming – **John Sewart/James Carranza**
2. Program review data will be data based and determined data fields will be identified by users. Confirm initial field labels. – **John/James/Wing/Monique**

Issues/questions:

1. CTE listing – revisit/confirm listing**
2. Confirm that the upload function will support only one file attachment. Do the users need to submit graphs/charts or any other upload/attachments?
3. Link to online program review will be placed on the program review website. The location/layout to be confirmed later in the project. To be confirmed.
4. Program Maintenance – request to provide a drop down selection of courses to be updated. Submitter could just input the course name (same as current process). (11/4/13 w/PRIE)

New Issues/questions since last meeting:
1. **Exceptions to Instructional Program Review (11/4/13 w/PRIE)
    Kinesiology/Athletics/Dance – one program review today for all programs; ADAP P.E.
    Counseling- CRER – should they do an Instructional Program Review? In addition to Student Svcs review.

Timeline

Task #	Task	Responsibility	Due Date	Status
4	**Provide data labels for database fields**	**James**	**7/22/13**	**Not complete**
7	Map out final concept/requirements	Wing/Val/Bev	10/30/13	
8	Working group meeting	All	11/12/13	
9	Testing	Wing/Val/Bev & testers	11/18-22/13	
10	Working group meeting, as needed	All	12/2/13	
11	Final review prior to launch	All	12/19/13	
12	**Launch 'live' with review**	**Wing/Val/Bev**	**1/10/14**	
13	**Program review due**	**All**	**3/15/14**	
14	**Post Launch**			
15	Content Management *Submittals *Review *Resubmittals *Final completed program review FY14	IPC/PRIE/Administration	?	

Completed tasks/issues/deliverables

1	~~Initial working group meeting to discuss requirements.~~	~~Bev~~	~~6/17/13~~	~~completed~~
2	~~Faculty working with Academic Senate complete faculty/staff surveys specific to requirements/feedback for program review template.~~	~~James~~	~~7/1 - 9/1/13~~	
3	~~Working group/review meeting~~	~~Bev~~	~~7/11/13~~	~~completed~~
5	~~Working group meeting. CRM in-house review to determine data fields/map template~~	~~Bev, David, John, Wing, Val T., James~~	~~9/30/13~~	
6	~~Working group meeting – review results of survey/feedback~~	~~All~~	~~10/12/13~~	

Program Review online project plan – Phase I

Goal: Create an environment whereby program staff/faculty can input their program review information and create reports (from the program review data) online via a web interface on the CSM website.

Assumptions:

1. Submitter access will be made available to anyone with a @smccd.edu email.
2. Academic Senate working with the Deans will manage submitter assignment lists in-house.
3. Program review submission date 3/25 every year.
4. The personnel in the roles of Deans, VPI, VPSS and Academic President may change one year to the next and they will need to be confirmed each academic year.
5. Setup annual benchmarks for updating the online program review content/form. Initial plan is as follows:
   September 1   review/audit new COI/catalog content for updates   instruction/prie/CRM
   November 1   faculty/staff begin program review
   March 25   program review due for submittal to administration (PRIE supports)

Terms:

- Category: Instructional (Career Technical Education (CTE) -subcategory within Instruction), Learning Support and Center, Student Services
- Programs: Each category is made up of programs, centers or services as defined in http://collegeofsanmateo.edu/programreview/. They will all be referred as 'programs'.

Project roles:

Business sponsor: James Carranza (lead), David Laderman
Stakeholders: John Sewart, Monique Nakagawa, David Locke, Bev Madden, Wing Kam, Valerie Tyler

User roles for the application:

Submitters: CSM faculty and staff as designated
Status Approvers: IPC Co-Chairs
General Viewers: All CSM Employees and public*
* General view will be made available based on the submitted program review content. (This view includes all status.)

Target Due Date: Deliver and implement online by **1/10/14**

Program Review online project plan – Phase I (cont'd)

Requirements – Phase I

1. Each category (see definition above) will have a program review template totaling 3 templates. The online app will be modeled based on these categories. (CTE section appears only for CTE instruction courses).
2. Provide a streamlined process for end users to input program review data online
   o provide associated reference/resource information via website navigation or other presentation within the template
3. Include appropriate security/access to the online interface
   o Users must have @smccd.edu ID
   o there will be one identified user per program
   o faculty/staff identify the submitter (annually)
4. Present the submitter the option to select:
   o 'Previous program review'
   o 'Blank template'.
5. Pre-assigned program codes will be saved to database
6. Track the program review progress with the following status levels:
   o Draft
   o Submitted
   o In revision
   o Completed
7. Program review will be submitted by the submitters for approval and submitters will no longer be able to update the document. Once the status approvers have completed review they will assign a status of in revision or complete. **In revision** status will allow the submitters to update the original submitted program review. Once the status has changed to **completed** program review is 'locked' and final.
8. Program review data will be data based and determined data fields will be identified by users
9. **Provide the capability to present/deliver the program review at any status as a 'pdf'.**
10. Provide capability for PRIE to access the database directly.

Functions

Submitting program review

1. Submitter logs in. Anyone with a @smccd.edu ID can login and create a review.
2. Submitter can view 'in progress' reviews that they have submitted and can edit.
3. Users will have the option to complete a new 'blank' program by pulling up the previous year's program review and copying (cut and paste) by section or fill with the previous year's program review (in this case it would be 2014 for 2015) and editing.
4. To create a program review the submitter can select a category and a program.

Program Review online project plan – Phase I (cont'd)

Requirements – Phase I
Functions

5. If review(s) from previous years exists, they will be listed and the submitter has the option to create review from:
   a. Previous program review which will contain previously submitted answers.
   b. Blank template.
6. Partially completed review can be saved as a draft and/or printed.
7. Program Maintenance section – Faculty contact name to be entered as last name, first name. Include instruction to enter last name, first name.
8. When the submitter is finished with the draft they will submit the program review and status will be identified as 'submitted'. An email notification will be provided to: Deans, VPI, VPSS and Academic President
9. Review can be updated and completed only by the submitter who initiated it.
10. Submitters will have the ability to upload file attachments. Limited to word files only.

Reviewing program review and assigning status/approval

1. Submitters can view their own program review status and print.
2. Status approvers can view all program reviews and print. (Status approvers can utilize 'pdf batch' function to print.)
3. Status approvers can change status.

General Viewers

1. Can view all completed reviews without logging in.
2. Select year and category and display list of review(s) with status (i.e. in progress, completed)

Requirements – Phase II (target May/June 2014)

1. Create reports dashboard. Provide ability to create specifically designed reports such as:

   o Program review status
   o SLO summary
   o Resources requests (project vision section B3 or section VI next fiscal year resources)**

Completed Issues

1. Program review ends 3/25 every year. Though this is the target PRIE (J. Sewart) advises users must have the ability to 'edit' until final reporting is due to administration. We need to determine what this means and if functionally we can setup the system with levels of update/review to accommodate. *7/10 – update – submitters will be able to go in and update PR while it's in draft or in-revision status.*

2. Confirm resources request report needs. Need to create report summarizing requests identified in section B3 program vision and section VI next fiscal year resources? *7/10 – update – still need to determine the specific reporting deliverables for Phase I (simple reports); ultimately a reporting dashboard to be built out as part of Phase II.*

3. Confirm assumption #1 and #2 above. 10/1/13 – suggested resolution confirmed.

4. Where does the program review dashboard reside? PRIE – confirm? 10/1/13 part of Phase II

5. ***Deliverables from 7/11/13 meeting; completed 10/1/13 meeting:***

   a. Will CTE be a separate sub-category requiring its own template? **Responsibility:** James Carranza – YES

   b. Determine/define all templates and specific data fields. **Responsibility:** James Carranza – draft completed