Program Review Revision, Spring 2012
April 18, 2012
2:30 to 4:30, 12-170, SoTL

Attendees: James Carranza, Laura Demsetz, Susan Estes, Cheryl Gregory, Teeka James, David Laderman, David Locke, Teresa Morris, John Sewart.

Informational handout:
1. “Criteria for Full-Time Faculty Position Requests”
2. “Academic Senate Program Review Revision, Spring 2012
3. various examples of program review forms from other institutions

First James reviewed the distributed agenda. All items were discussed (not necessarily in this order):
1. Priorities: Identify “must haves” for Student Services, Instructional, Centers in view of the information needed for accreditation; SLOs (Institutional/GE, Degree/Certificate, Program, Course); COI (Course Outline updates/revisions) etc.
   All discussed and contributed. The results of discussion and brainstorming follow this agenda review. General agreements included:
   The internal/external grid format is to be omitted.
   The laundry list of outline revision and due dates should be omitted and data posted on a site (possibly articulation) to be referenced. Discussion should include what has been recently been done and what needs to be done in the next X years.
   As much as possible data sources should be linked rather than copied into the document.
2. Time-line and Process for Revision: Current plans are:
   A. Two Faculty Study Sessions: April 30 to May 3 Mila will set up and facilitate these meetings, to obtain input from lead faculty who have recently completed the current comprehensive forms.
   B. Faculty Work Group: May 7 to May 11 is the proposed timeframe for the next group meeting.
   C. Faculty Leads: Teeka James (Instruction), Eileen O’Brien (Student Services), Cheryl Gregory (Centers)
3. Online Options: John Sewart will talk with the programming folks and see what is possible. Curicu-net is not yet a viable option. All present were in favor of an online format with life links to source documents and some items pre-filled by PRIE.
4. Program Review Cycle proposals (open to further discussion):
   November 1: Data is available fro PRIe
   March 25: PR is due
   All Centers will be submitting Comprehensive PRs, March 25, 2013.
5. Data Collection and Related Essentials: Labs and centers are currently collecting student survey input.
6. Additions: The following items were entertained and those deemed essential incorporated into the “brainstormed” outline: Facilities Needs, Faculty Enrichment/Professional Development Needs; Library and Learning Center Needs (beyond individual Centers); Mission Statement and Priorities Acknowledgement; Tie-ins to College Planning. It was noted that since PR is used as the staging document for requests for facility needs (instructional space needs), staffing needs
The Brainstormed PR outline

Goals: To provide logical order to document and minimize the need to duplicate information under multiple headings. The proposed outline is intended to flow from brief description, to data and other input, to discussion and analysis, to goals, to needs and requests.

**Homework for study team:** Take a recent PR review and copy paste parts into this organization. Look for duplicated information to remove. Identify essential information that no longer has a home and any other problem areas. If possible, write a “clean” copy of what the new version would look like. Start thinking about what prompts would need to accompany the outline.

The draft brainstormed outline:

1. **Program description** (brief)

2. **Data** (evaluation and analysis)
   - productivity
   - student success
   - distance ed

3. **SLOs**
   - courses
   - programs
   - GE

4. **Additional factors/data**
   CTE; work force; K-12, transfer changes; community needs; etc. (possible reference Economic Modeling Specialists, Inc. (EMSI) )
   http://www.economicmodeling.com/

5. **Program discussion** (current/future)
   (sans grid, “internal/external”; guidance with list)
   - Facilities / educational spaces/instructional spaces
   - Rooms, labs, etc
   - Professional Development/Enrichment – pedagogical, current + needs, Curriculum/program development
   - link to COs; mode of instruction; scheduling; TMCs; innovation
   - grants, course outline updates (any changes, what needs to be done, etc.
   - Faculty
   - FT/PT; college and community presence/involvement; retirements;
   - etc.
   - How do your program plans address college priorities?
   - Summarize actions on plans and tie to institutional planning objectives.

6. **Plans/Actions**
summarize needs/goals, and link these to key institutional priorities and docs

7. **Resources Request**
positions, equipment, prof dev. support/funds, etc.