

**College of San Mateo
Academic Senate
Action Item / Oct 27, 2015
Program Review Submission Every Other Fall**

Action:

The Academic Senate of College of San Mateo changes the submission date of program review from every March 25 to every other fall (the date to be determined somewhere around November 1), starting fall 2016, with the option to submit resource requests, including faculty position requests, every fall.

Points of Background and Support of the Action:

1. In spring 2015 CSM faculty overwhelmingly voted in favor of submitting program review every two years (with the option to submit resource requests, including faculty position requests, every year).
2. The Academic Senate Governing Council, the instructional administrators, both college vice presidents, members of the PRIE office and other involved faculty have recommended that, for process clarity and coherence, all program reviews be submitted in the same year.
3. Submission of program review in fall brings the document much closer to the academic year for which data are being reviewed. Fall submission renders the document more timely, relevant and meaningful, particularly with regard to assessing and developing plans and actions.
4. Submission of program review in fall (or simply resource requests in the off year) allows the college to respond more directly and effectively to program needs, especially important for hiring faculty, with job announcements posted earlier.
5. The feedback received by Academic Senate Governing Council division representatives on the proposed submission timeline change has been mostly supportive or neutral, with some reservations expressed about managing fall workload.
6. The program review form is now an online form that automatically reloads the previously submitted program review, helping to reduce program review workload.
7. The Academic Senate Governing Council will establish a program review task force to further simplify and condense the program review form (including the resource request form), to help further reduce program review workload.
8. The instructional and student services deans, with the guidance and support of the Vice Presidents of Instruction and Student Services, have pledged to collaborate with faculty to help manage workload in relation to program review, curriculum development, peer evaluation, committee participation, and other professional duties.
9. The PRIE office has committed to make program review data available in early August, to assist program review authors manage their fall workload.
10. The proposed change to program review submission effectively complements CTE course updates, which are due every other fall on the off year program review will now be due.