Institution Effectiveness/Program Review Meeting Notes
Monday, July 30, 2012

Present: Sue Homer, Fabio Saniee, Katryn Weise, Andrea Niosi, Minh Hoa Ta, Bill Goodyear, Pam Mery, Torrance Bynum, Loren Bell, Joanne Low

Guidelines should be simple to use.
- Include examples.
- Include use of active language.
- Strive for consistency in how units address the PR questions.
- Remind units to align SLO and plans with CCSF Strategic Plan and Mission.
- Bill, Pam, Loren, and Minh Hoa will work on guidelines, and Fabio, Sue and Torrance will read and give input.

PR Template is to be tweaked.
- Put all information in one place for easy reference of the writer and reader.
- Include right up front, the mission statement and the goals.
- Tighten up language for each item especially the ones dealing with SLOs.
- Include question about maintenance of effort, growth, and reduction.
- PR Template will be updated for minor changes.
- Data will be rolled out to the units by 8/30.
- Not enough time to make major changes.
- Additional changes will be made as part of the annual review and evaluation by PR Committee.
- Rank needs/goals to help understand process for allocation of resources.

PR Committee will read and evaluate reports for quality assurance and process standardization.

Synchronizing PR timeline with other planning units will wait for other processes.

Dean’s criteria will be ready by 8/30 so units can have this information right up front as they write their reports. Pam and Joanne will meet with Terry Hall about Dean’s criteria.

Katryn will handle review of website.

Comments:
- Some PR reports are written with insufficient data.
- Lots of dots are not connected.
- PR reports have not been meaningful. If budget is tied to process then people will have conversations.
- Mid-semester flex days will be ideal time for departments to have conversation about the data and determine next steps.
- DeAnza is an example of an institution that uses consistent language and format.
- Program Review can be turned into a useful tool.
- Program Review should be an on-going process throughout the year.
- CCSF needs an enrollment management plan.
- VFA – Voluntary Framework of Accountability data can be used as part of the data used by the units in PR process.
- Outcomes of PR and funded needs will be used.

Next Meeting: Monday, August 6 at 3:00 pm in C308