Accreditation Workgroup #3 Meeting Notes
July 19, 2012

Program Review Process
- Update items on Program Review Template. Clearly use SLO language to eliminate any confusion. SLO must be an integral part of the Program Review process.
- Clarify information requested in the PR report including the source of the information. For example, new deans may not know that they should review the Environmental Scan as part of their response to factors external to the College.
- Standardize information so that data can be rolled up by cost centers.
- Tighten the language used in the template. The items are open-ended and open to interpretation.
- Make dean level response to PR more specific by having VCs jointly develop templates to be used by the deans.
- PR reports roll up from the unit to the dean and from the dean to the VC. At each stage, needs are prioritized and must align with institutional priorities. Each division submits priorities to the CPBC which will forward recommendations to the Chancellor who will roll up the information for the Board.
- Include report year goals as part of the report to provide a complete view of what is being reported on.

College Wide Planning
- Integrate the PR calendar with other planning units in the College.
- Explore development of a master calendar for CCSF to avoid overlap and competing workload issues.
- PR embraces the proposed timeline – Fall (unit) and Spring (admin).
- The timeline must be synchronized, and all reporting must be timely.

Staff Development
- Provide in-service training to new administrators.
- Provide guidance to those completing the PR report.

Program Review Committee Evaluative Process
- Use ACCJS Guidelines on Self-Evaluation to guide us.
- Develop a manual to guide units on how to conduct PR. Include best practices and a check off list
- Refine PR Committee cycle of review for process and forms. On-going review should be continuous and definitely conducted after each cycle. Include user feedback.
- Develop a calendar that shows the activities for a three year cycle

PR must look at
- Internal unit data compared to itself
- Unit data as it compares to other units
- College wide data as it compares to other institutions
- Longitudinal data
- External factors impacting the course, program, degree, college

Resources
ACCJC Guidelines on Self-Evaluation
CCSF Webpage on Program Review

Next Meeting: Monday, July 23 at 3:30 in C308
Tentative Agenda: List what is needed in PR manual
Put in deadlines for activities
List the evidence