Accreditation Work Group Progress Form

Work Group Leaders: Please complete and submit this form to Gohar Momjian (gmomjian@ccsf.edu) and Grace Esteban (mesteban@ccsf.edu) via email by Thursday, August 16.

Recommendation number and topic:
Group #3 - Institutional Effectiveness/Program Review

Full recommendation text:
To improve the efficacy of evaluation and planning to enhance institutional effectiveness, the team recommends that the college complete its work to fully implement its model for Program Review for all courses, programs and support services and advance its framework for defining and assessing Student Learning Outcomes for all courses, programs, support services and certificates and degrees, in order to develop and report performance metrics to measure institutional effectiveness, including information on noncredit students and specified indicators for the Annual Plan and the End-of-Year Assessment Report to the Board of Trustees (I.B.5 and ACCJC Rubric for Evaluation Institutional Effectiveness) (I.B.5).

Related standards:
- 1.B.5 and ACCJA Rubric for Evaluation of Institutional Effectiveness

Work group members:
- Loren Bell
- Torrance Bynum
- Bill Goodyear
- Sue Homer
- Joanne Low
- Pam Mery
- Andrea Niosi
- Minh Hoa Ta
- Fabio Saniee
- Samuel Santos
- Katryn Wiese

Provide the dates and times of all meetings held to date. For each meeting, please briefly describe the primary focus of the discussion that took place (1-2 sentences per meeting).

Thursday, July 19 9:00 – 12:00 noon
The first meeting was a joint meeting with workgroup #2. The full group reviewed the agenda and the proposed charge and was given homework to review the recommendations, read the
standards, read the relevant sections of the report, look at effective models, identify resources, list activities, and work on a timeline. We then broke into two groups where group #3 reviewed the matrix and started to develop the activities needed to meet the charge of the recommendation.

Monday July 23  3:00 – 4:30 pm
With new members joining the group, we reviewed the recommendation and the work from the first meeting. The group discussed and listed desired outcomes.

Monday, July 30  3:00 – 4:30 pm
With new members joining the group, we reviewed the work from previous meetings and divided out the tasks. Criteria for each of the major tasks were listed.

Monday, August 6  3:00 – 4:30
The group reviewed the steps and the annual timeline for program review. The template, guidelines, data, dean’s form and the website were discussed. Sub work groups were given the task of work in each area with a deadline of August 13.

Monday, August 20  3:00 – 4:30

Describe your plans for addressing the recommendation. Include a brief paragraph describing each activity included on your timeline along with key dates for accomplishing those activities.

Program Review Template – The PR tool will be tweaked. The elements of the program review document are relevant, but language of the items can be tightened in order to bring clarity to the question being addressed. This was especially true on the SLO related items. The goal is also to put all the information in one place for easy reference of the writer and reader. To provide a stronger link to planning and budgeting, there will be a new question on maintenance of effort, growth and reduction. Each unit will also be asked to rank their needs/goals as it relates to allocation of resources. Additional changes will be made as part of the annual review and evaluation of the process by the PR Committee.

Criteria for Dean Level Comments - The open-ended template for the dean level comments will also be revised to provide more guidance and obtain standardized comments and recommendations.

Guidelines – A simple and easy to use set of guidelines will be developed to guide those completing the PR reports for their units. The goal is to obtain standardized responses.

Website – The website for PR will be developed with an eye to making PR an on-going process throughout the year. The website will be a resource. Location and format is under research at this time.

Timeline – Goal is to synchronize the PR timeline with other planning activities in the College. Group #3 and Group #2 will have to jointly develop this timeline. Research is scheduled to rollout data for PR on August 30. All PR reports will be due before the end of the semester. A more detailed timeline should be in place as the data is rolled out. In addition, there is interest in developing a calendar showing the annual PR process over a three year cycle to eliminate confusion over the time period being addressed in the report.
Summarize your progress to date on carrying out the activities described above where applicable. If you have completed any of these activities, please note the date on which it was completed and append the evidence or any products relating to the activity.

Drafts of the Guidelines and Template have been distributed. The group will be meeting on Monday, August 20 to review the templates and guidelines.

List any challenges you have encountered or anticipate facing with respect to addressing the recommendation.

A continuing challenge has been questions about the data provided in the PR template. Research gathers the information from our computer system, but the departments/units question the accuracy of the information. Another challenge is that we need different information/data for different types of units (i.e. instructional vs. student development vs. campuses vs. service).

As we move into a data driven decision making model, we may not be able to provide complete and accurate information to the PR units. Without the data, how will the College connect program review to budget and resource allocation? Restricted and general fund information revenue and expenditures must be included as part of the review process.