

**From:** CCSF Office of Research  
**To:** CCSF@cloud.ccsf.edu  
**Subject:** Program Review -- Key Dates for Fall 2013  
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**Attachments:** PRevKEY\_DATES\_Fall2013.pdf

Dear College Community,

As you may recall from 9/17 Flex, we're sending biweekly email reminders and tips to keep everyone informed as we go through this year's annual program review cycle.

Fall 2013 focuses on unit-level program reviews. Many departments and offices are already working on this year's program review.

Key dates (attached) will keep the process moving and help foster dialogue throughout fall 2013. Ask your supervisor or chair how you can help!

**The next key date is October 21:** "Deans and other supervisors meet individually with their direct reports to discuss progress to date on last year's outcomes and major planning objectives, analyze current program review data, and outline/review plans for next year."

**Things to remember:**

- \* All materials are up on the website at [www.ccsf.edu/program\\_review](http://www.ccsf.edu/program_review)
- \* Program review is a primary mechanism for integrating assessment, planning, and budgeting
- \* Program review supports *Continuous Quality Improvement (CQI)*
- \* Question 8 is now in spreadsheet format to better preserve details and rationale for requests

**Questions?** We encourage you to work closely with your supervisor. In addition, we're holding Drop-in Labs in Science Hall 37 on Mondays from 1-2 pm. Shared with the SLO Coordinators, this time slot provides a "one-stop shop" that underscores how SLOs and program review are interrelated. You can also email [research@ccsf.edu](mailto:research@ccsf.edu) if you have specific questions.

Thanks for helping with this important work.

Pamela M. Mery  
Dean of Institutional Effectiveness

p.s. The program review website now includes an archive of email reminders and tips. Per the email sent on 9/3, we strive for transparency and have built in ways to further improve transparency this year. To see last year's results and completed program reviews go to [www.ccsf.edu/prev-fy1314](http://www.ccsf.edu/prev-fy1314)

p.p.s. Completely new to program review? Here's an overview:  
[http://www.ccsf.edu/NEW/content/dam/Organizational\\_Assets/About\\_CCSF/outcomes\\_assessment/professional\\_development/ProgramReview2013-09-17.pdf](http://www.ccsf.edu/NEW/content/dam/Organizational_Assets/About_CCSF/outcomes_assessment/professional_development/ProgramReview2013-09-17.pdf)

## Annual Program Review Key Dates and Timeline for Fall 2013

**On September 17:** The Board of Trustees delineates Annual Priorities and Planning Assumptions for Resource Allocation for 2014-2015. An email will be sent to the entire College community with links to the Board priorities and other program review materials including data on student demographics & success, student enrollments & FTES, et cetera. All employees will be encouraged to participate in their departmental, program, or office program reviews.

**By October 21:** Deans and other supervisors meet individually with their direct reports to discuss progress to date on last year's outcomes and major planning objectives, analyze current program review data, and outline/review plans for next year.

**NOTE:** Timely dialogue is important for this process to be thoughtful, effective, and fair. If your supervisor has been unavailable, please alert their supervisor so that key deadlines and discussion points are not missed.

**By November 4:** All units complete a full draft to be discussed within the school or division. For instructional departments, School Deans convene school-level meetings for departments to share plans, to discuss requests vis-à-vis the criteria, and to foster collaboration. For all other units, VCs convene division-level meetings (e.g., Finance & Administration).

Deans, AVCs, and VCs confer and flag requests with significant overlaps with or implications for other departments. However, not all overlaps can be identified and clarified until the final prioritization stages. If in doubt, put it into your program review. Do not assume another unit has addressed your shared needs.

**By November 18:** All units submit final program review to immediate supervisor including prepped criteria sheets with linkages noted and explanations inserted. Scoring will be completed by the supervisor.

**By December 2:** Supervisors complete the criteria sheets for each request and upload along with final program review. All uploaded documents are immediately made public.

Resource requests submitted after this deadline will not be ranked nor considered this cycle. In addition, please note that the Perkins process and any similar processes will require reference to a program review which was submitted on time; resource ratings will also be referenced.

**In Spring 2014:** Vice Chancellors finalize their rankings for resource requests and identified reductions. The Chancellor seeks input through the Governance Council. The highest ranked resource requests and identified reductions will be considered for inclusion in the upcoming Budget and reflected in the draft Annual Plan.

In addition, the SLO-Impacts Summary Report will again be assembled based on your responses in program review. This year additional summary reports will be created so that important information spanning the individual program reviews is meaningfully synthesized.

For more information, please see program review website: [www.ccsf.edu/program\\_review](http://www.ccsf.edu/program_review)