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CCSF Office of Research
Sent: Monday, October 07, 2013 10:23 PM
To: CCSF@cloud.ccsf.edu
Subject: Program Review -- Checklist for October 21

Dear College Community,

This year's annual program review cycle is well underway.

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."

The attached checklist was created to help school deans and other supervisors prepare for these meetings. Others directly or indirectly involved in the meetings may also find the checklist useful.

Questions? Please work closely with your supervisor. Drop-in sessions are available weekly on Mondays from 1-2 pm in Science Hall 37. You can also email research@ccsf.edu if you have specific questions.

Pamela M. Mery
Dean of Institutional Effectiveness

p.s. These biweekly emails aim to keep everyone informed. Past emails are available at the program review website www.ccsf.edu/program_review

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

Program Review Checklist For School Deans and Other Supervisors

By October 21: 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.

To help *supervisors* prepare for this meeting and make it as productive as possible in meeting our goals for continuous quality improvement in planning, we have the following suggestions:

- Make a formal appointment with each of your chairs or direct reports. These one-to-one conversations are just as important as the review itself to promote two-way communication.
- Be prepared for a conversation that addresses the programmatic directions, goals, and challenges of the individual programs. The initial conversation should be a big picture view of the program and an assessment of where its directions do or do not align with college wide goals. It will be easier to support individual requests or departmental directions if the common goals are clearly in alignment. (*Chairs and direct reports should also come prepared for this conversation!*)
- Focus on listening and identifying ways to partner with your programs. Given current enrollment patterns and stretched resources, a strong justification for "status quo" funding is a strong program review. In addition, creative and effective ways to reallocate or share resources between departments or across divisions is highly encouraged! Listen for opportunities and discuss potential options.
- Review departmental data on the program review and SLO websites. Be prepared to present any additional data you may have or to request data be added to the review where appropriate.
- Commend chairs and direct reports who are clearly using outcomes to identify needs and make changes. Encourage them to highlight these activities and any other strong uses of evidence (especially data and assessments) throughout their program reviews.
- Model good teaching practices and be sure both you and your direct reports clearly understand how this year's requests will be evaluated. Remind them that ranking criteria for Question 8 (*resource requests*) have been significantly changed. Program review guidelines contain thorough descriptions of criteria.
- Communicate clearly to your chairs and direct reports your initial assessment of the significance of the individual requests. If a request would not score highly based on the criteria, explain this so they have an opportunity to make appropriate modifications or improvements to the program review before it is submitted. The strongest requests are developed collaboratively.
- Revisit ranked priorities from last year. Review the status of last year's requests. Even if funding is pending, suggest the request be resubmitted if appropriate and strengthened if possible. Follow this guideline: "*If in doubt, include the request.*"
- Agree upon next steps. Schedule any needed follow up before November 4 by which time "All units complete a full draft to be discussed within the school or division."

RESOURCES:

- Main program review webpage www.ccsf.edu/program_review
- Main SLO webpage www.ccsf.edu/slos
- All ranked priorities (March lists) www.ccsf.edu/prev-fy1314
- Funded and pending priorities (August list) www.ccsf.edu/prev-fy1314