

From: owner-ccsf@cloud.ccsf.cc.ca.us on behalf of CCSF Office of Research
To: CCSF@cloud.ccsf.edu
Subject: Program Review -- November 4 & 18
Date: Wednesday, October 30, 2013 1:34:37 PM

Dear College Community,

For those writing program reviews, remember that a draft is due to your immediate supervisor **by November 4**. The final version is due **by November 18**. Please use the time between November 4 and November 18 for discussion and dialogue within Schools and Divisions. For more information see "Deadlines & Key Dates" on the program review website: www.ccsf.edu/program_review.

Some folks have asked about embedding **Charts and Graphs**. This year's form stated that embedded visuals would not be supported and that hyperlinks should be used instead. We'd like to add a second option. You ***may*** include tables and other graphics as appendices at the end of the Word document. If you would like help inserting visuals or creating hyperlinks, please contact Judy Seto at jseto@ccsf.edu or call x5278.

Other questions? Drop-in sessions are available on Mondays from 1-2 pm in Science Hall 37. Email specific questions to research@ccsf.edu.

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. Not directly involved but want to know more? Here's an overview:
http://www.ccsf.edu/NEW/content/dam/Organizational_Assets/About_CCSF/outcomes_assessment/professional_development/ProgramReview2013-09-17.pdf