

Thu 9/8/2016 9:20 PM

Owner-CCSF@cloud.ccsf.edu; on behalf of; CCSF Office of Research <research@ccsf.edu>
Program Review Mid-Semester FLEX needs YOU!

Dear College Community,

As many of you heard at August FLEX – and saw on the handy “trading card” distributed that day – the College has modified its program review cycle. Comprehensive program reviews will now be submitted once every 3 years, with annual plan elements submitted in intervening years. Fall 2016 is the first of these intervening years. An official “kickoff” for Fall 2016 will occur within the next couple weeks, and that kickoff will be communicated college-wide. In the meantime, you can find more information at ccsf.edu/programreview.

A major goal of this modified cycle is providing opportunities for cross-institutional reflection and dialogue. The upcoming October 18 FLEX Day is being designed to help achieve this goal – with a focus on the comprehensive program reviews submitted last Fall 2015. Please see the announcement below for details and consider signing up to facilitate a session. To quote Dana Jae, “**Program Review means you!**”

Best Regards,
pam.

Pamela M. Mery, Ed.D.
Dean of Institutional Effectiveness

From: Dana Labrecque
Sent: Wednesday, September 7, 2016 8:07 AM
To: faculty
Subject: Program Review Mid-Semester FLEX needs YOU!

Good morning, everyone!

We are looking for **YOU!** Yes, you: our awesome CCSF employees (Faculty, Classified Staff, Administrators, and Managers) who are willing to be a facilitator for one of our 40, 2-hr Program Review Reading Sessions that are the cornerstone of our **All College October 18 FLEX Day**. The goals are to learn what’s happening at the college, identify triumphs and challenges to create a master summarization document, and facilitate broad conversations across college disciplines and units.

Facilitators need to have access to and familiarity/experience in a classroom with a projector.

We are looking for one facilitator (or two if you want to pair up) for each session/group who will:

- Bring a laptop or use in-room computer connected to a projector to display the verbiage of your assigned Program Review to folks in the group (**you must know how to set this up yourself and have access to all cables**).
- Welcome your session participants to the classroom and gather them together into groups for viewing and discussion for the two hour 10a – 12p session.
- Make 2 paper copies of each program review in your group (you will get your assignment once you sign on to join us).
- Facilitate the reading (see instructions below).

*NOTE: *You'll be on your own with no AV or custodial support. So you have to be comfortable with the room!**

We need you!

If you are willing to step up or have any questions, send your name and details to [Dana Jae Labrecque](#).

(Don't hesitate to ask about your special incentive for helping out!)



- To see our growing list of facilitators: [Program Review Groupings, Links, Facilitators, and Rooms](#)
- To see a detailed description: [Guidance for Facilitators of Reading, Discussion, and Distillation Session](#)
- To see a [draft of the full October 18th FLEX Program](#)
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Thank you for taking the time to be a part of our upgrade in the Program **Review** Process!

re·view
/rəˈvyoo/
noun

a formal assessment or examination of something with the possibility or intention of instituting change if necessary.

Program Review means you!

Dana Jae

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Dana Jae (Labrecque)
Faculty - Broadcast Electronic Media Arts
City College of San Francisco
415-452-7366 (office)
415-531-6661 (mobile)
[My CCSF webpage](#)