

Program Review Resource Request Prioritization recommendations for PBC

IPC's Recommendation of revised Program Review Resource Request Prioritization process

IPC's recommendation for the Program Review Resource Request Prioritization process is as follows: the Dean's prioritize their department's requests prior to the requests going to the Planning Councils. Before requests are submitted in SPOL, Deans should be having conversations with faculty members within their division to ensure they are not asking for resources that are already included in their program budget. Next, at a Dean's meeting, the Deans will then prioritize the submitted requests and submit their prioritization to our college Planning Councils (IPC, APC and SSPC). It would be beneficial for the Academic Senate and Classified Senate presidents to be invited to the Deans meeting to participate in the prioritization process. IPC would be presented with the Dean's prioritization (by a Dean Representative) and the Dean Representative would give an update on the process that had been followed. IPC would then vote to endorse and acknowledge the process that was followed. IPC's role is as an oversight or advisory committee. The prioritization would then go to PBC for consideration.

IPC Comments about the Program Review Resource Request Prioritization rubric:

- The rubric should be organized by department, as that is how the additional information is provided to the Planning Council. It is currently organized by type (i. e. supplies, subscriptions, etc.).
- There was some confusion about the rubric's areas of interest. In particular, Safety, Accreditation, and General Need should become separate categories. It was also noted that Safety and/or Health issues should rise to the surface and be flagged so as to not get lost in the prioritization process.
- It might be beneficial to simplify the rubric scoring into "satisfactory" and "not satisfactory" instead of a Likert scale.
- If the rubric includes scoring on how requests are tied to our Strategic Plan, Mission and Operational plans, it would be beneficial to include links to these plans within the rubric.
- The categories from the rubric should be included in the resource request section in SPOL.
 - It would also be beneficial to provide an example of a superb request that Faculty/Staff can refer to. There is a difference between describing what equipment does and why it is needed and how it is tied to Student Learning Outcomes and Program Review.
- Include a comments or notes section at the bottom of each request.

IPC Comments on the current/new Program Review Resource Request Prioritization process:

- There was a consensus that SPOL is not the best tool for program review and we should look into a different process or program. SPOL is not user friendly and it is currently not providing us with the data that is needed for resource requests. Within SPOL, program review and budgeting functions are not linked in a useful way.
 - A lot of time has been spent putting information into SPOL, but the planning council did not have the information they needed in order to confirm prioritization.
 - Information that IPC needs should be readily available for each resource request (on one document): SLO that is aligned with each resource request,
 - Curricunet, SPOL and TracDat should all correctly interface and talk to each other.
- The IPC members found it hard to assess fiscal responsibility. Confirmation of fiscal responsibility should be prioritized by PBC.

Other Program Review Considerations

Program Review Reading Process – IPC recommends having a joint meeting with APC and SSPC to read Administrative, Instructional and Student services Program Reviews. They also recommend inviting the larger college community, including faculty leadership, and adjunct faculty (pay adjunct faculty to attend) to participate. The meeting can be split up into groups and the groups read ALL program reviews. The review and assessment of instructional program reviews (and perhaps Student Services) should be broader in scope—to include a variety of college perspectives. The college might reduce the “siloeing” effect by encouraging the review to be a college function rather than an Instructional or Student Services area function. Program Review is about reflecting together and having dialog to generate empathy, respect, collaboration, synergy and respect for other departments and programs across campus. A “joint” review of PRs may also help to educate the campus about programs and departments and help inspire meaning and a shared commitment to the work faculty and staff put into their programs and into completing program reviews themselves. IPC Co-Chair, Katie Schertle, shared the below memo regarding this idea:

Program Review is meant to serve two purposes.

- *First, it allows us to identify challenges our programs have been facing or gaps in our programs we may have overlooked.*
- *Second, it provides departments the opportunity to self-reflect, thus enabling us to recognize our strengths and successes and share them with the college community as a whole. When we do this, we are sharing strategies that other departments may be able to incorporate into their own practices in order to address challenges they may be facing. In other words, it serves as a kind of best practices repository for the college.*

Unfortunately, the mechanism we have been using to conduct Program Review, SPOL, has not facilitated the process in any way. Rather, its cumbersome technology has been an obstacle to completing Program Review in any kind of fruitful manner. The general consensus on campus seems to be that SPOL is not well-liked for Program Review purposes. This is an informal assessment of the campus attitude toward SPOL, but I think it is accurate.

I would like to propose that we, the Instructional Planning Council, take on the project of replacing SPOL with another mechanism for conducting Program Review. I would like to begin this project at the beginning of the Fall Semester this year as an agenda item for the first IPC meeting of the semester. My hope is that we can come up with a much simpler process in time for the Program Reviews that will begin in the Spring Semester of 2019.

Program Review Presentations – IPC recommends having an “All College Meeting (town hall)” sponsored by the President, APC, SSPC and IPC for Program Review Presentations. The presentations should focus on the Positive Inquiry Core – spreading what is working well and gain support as we want to build on our strengths and not focus on weaknesses. All programs, including Student Services, should be on a presentation schedule (similar to the IPC presentation schedule).