

# Proposal for Program Review Evaluation and Consideration

Draft Plan for integrated Program Review

Joint Deans meeting 7/17

Present: Obed, Despina, Beth, Rosa, Mike, Kenyetta, Kim, Rick, Priscilla, Mary

1. Proposal for new composition of cross-functional validation teams.
  - a. Teams will include faculty, classified, and management from instruction, student services, and administrative services from San Ramon and Pleasant Hill.
  - b. Teams will have a minimum of four members, including two from the same general area, instruction, student services, or administrative services, as the area being validated.
  - c. For example, when a student services area is being validated, the validation team would include one instructional representative, one administrative services representative, and two student services representatives.
  - d. Validating team will identify exemplary practices within the department/program.
  - e. Program review committee will showcase exemplary practices in the annual report.
  - f. Pilot proposed for a single academic year. Evaluation at the end of the academic year.
2. Rationale
  - a. Amplify the commitment to evaluation, planning, and improvement.
  - b. Integrates all facets of the college in alignment with EMP goal of integration.
  - c. Alignment with guided pathways integrated model.
  - d. Opportunity to prepare for accreditation.
  - e. Appreciate the challenges and celebrate the accomplishments of all units.
  - f. Inclusion of classified employees. Opportunity to draw on their expertise and appreciate their insight.
  - g. Share and expand knowledge of college programs.
  - h. Share workload.
3. To be determined
  - a. Would we implement in 2018-19 or the following year?
  - b. What is the process for determining the composition of validation teams?
  - c. How are the chairs for validation teams chosen?
  - d. How do we ensure diverse validation teams?
  - e. Are there opportunities to volunteer to be on a validation team?
4. Training
  - a. Training needs to be updated.
  - b. The department needs to provide an orientation for validation teams.
  - c. Training for the department writing team and validation team should take place together.