

Comprehensive Program Review Share Outs Guidelines



Skyline College Institutional Effectiveness Committee

March 4, 2025



CPR Share Outs

- When: April 14 from 2:00 – 4:30 pm
- Where: Building 12, Farallon Room, North Fireplace
- Media Services & IT will support Zoom video camera & sound



April 14 CPR Share Out Programs

- Admissions & Records
- Anthropology
- Dance
- English for Speakers of Other Languages
- Health Science
- Library
- Music
- The Learning Center
- TRiO/ Jumpstart



CPR Share Outs **Overview**

- Purpose
- Format
 - Posters
 - Panel Discussion
- Run of Day Plan



Purpose of Sharing Out CPR Highlights

- Celebrate program successes with the Skyline College community
- Engage in dialogue to share experiences, mitigate programmatic and initiative silos, and identify collaborative opportunities with campus colleagues and programs
- Illuminate prevalent themes and issues for further discussion with College leadership and the College as a whole

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CPR Share Outs Format

Poster Session and Panel Discussion



Share Out Poster **Key Content**

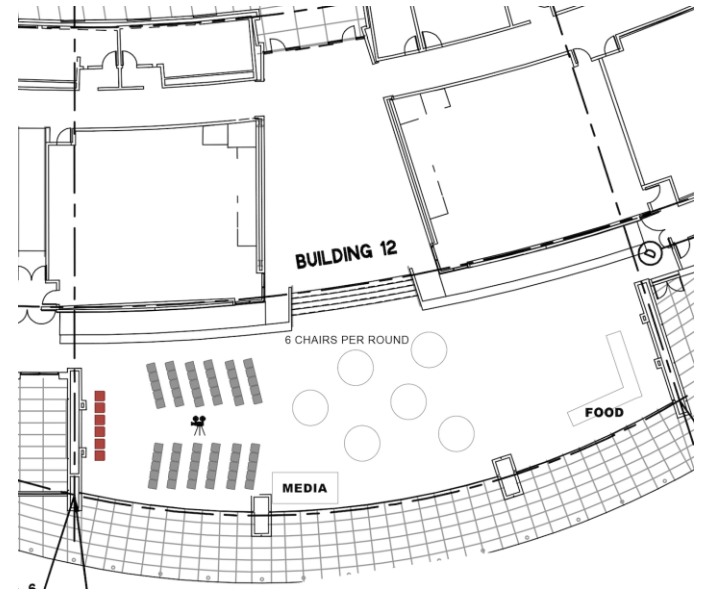
Each Single-page poster is inclusive of the following Content Sections:

1. **Program Title**
2. **Contacts** (limit 3 names + hyperlink email)
3. **Program Description** (1 – 2 sentences. Can include program website URL or hyperlink)
4. **Achievement Highlights** (-100 words)
5. **Future Goals** (-50 words)
6. **Additional Significant Information** (as determined by the program, i.e., goals, images, table, etc...) (-50 words)
7. PRIE to create short **URL** and associated **QR** Code to Draft/Final CPR



CPR Panel Discussion

- Facilitated, in-person panel discussion with Zoom meeting broadcast
- Fireside chat-format with program panelists
- Two questions per program, at three minutes each question





Run of Day Plan: 2 hours, 30 min max

- **Poster Session and Refreshments (20 min)**
 - In-person attendees: circulate in person, opportunity to chat with Program Reps
 - Virtual attendees: online participants can view the posters in digital format while in-person attendees circulate; capture questions in Zoom Chat
- **Transition to Panel Discussion (5 min)**
- **Welcome & Introduction (5 min)**
- **Facilitated Panel Discussion (80 min)**
 - Each program chooses two questions of up to three minutes each question (10 x 6 = 60 minutes), with every program responding to their first question, and then every program responding to their second
 - Transition time between each program (5 min)
 - Opportunity to respond to each other and field questions from the attendees after each set of questions (7.5 x 2 = 15 min)
- **Closing statement (5 min)**



Thanks!

Questions?

Contact Karen, Tony or Torria