

# Memo

**To:** Accounting  
 Administration of Justice  
 Admissions and Records  
 Dance  
 EMT  
 ESL  
 Family & Consumer  
 Fashion Merchandising  
 Health Sciences  
 Learning Center  
 Library  
 Music  
 Paralegal Studies

**From:** Cathy Hasson, Director of Planning and Research and Institutional Effectiveness and Effectiveness and Curriculum Committee

**Date:** November 7, 2005

**Re:** Program Review Workshop – Data Collection

All programs at Skyline College are asked to complete a program review process every six years. For those programs listed, the time has come to begin the process and complete the review for presentation in Fall 2006. The Curriculum Committee wishes to offer you its support and help in completing your Program Review.

In the next couple of weeks you will be receiving your program review data packets, which includes tables of counts and percents on enrollment, productivity and effectiveness (success and retention). To assist you with the awesome task of wading through dense tables of figures and graphs, Cathy Hasson, Director of Planning and Research and Institutional Effectiveness will facilitate a workshop on December 5<sup>th</sup> in room 2117B from 2:15-4:00 pm. The workshop will provide the basics for getting started using the data and will assist you with uncovering and analyzing trends found in your reports. In addition, the workshop will provide information on additional data sources that you may want to explore on your own, as well as additional research questions you may want answered.

The forms and instructions for beginning the process are available online at the following website: <http://www.smccd.net/accounts/skycurr/progrev.htm>. These forms and instructions may be downloaded and information transferred directly to those templates.

We encourage you and any other faculty members who might benefit from this session to attend.

The entire Curriculum Committee is available to assist as necessary.

| Committee Members                                                                                                                                                                                                                                                           | Ex-Officio Members                                                                                                                                                                                                                                                                                                                                      |
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