

Memo

To: Accounting
Administration of Justice
Assessment
Chemistry
Cosmetology
Dance
International Students
Paralegal Studies
Physical Education
Public Safety
Telecommunications
Public Safety

From: Christine Roumbanis and Nick Kapp, Curriculum Committee Co-Chairs

Date: September 3, 2010

Re: Program Review Workshop – Program Review Self-Study Update and 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 Spring 2011. The Curriculum Committee wishes to offer you its support and help in completing your Program Review.

Workshop Schedule: Room 2117A, Wednesday, November 3, 2010

2:10-2:30	Program Review Updates Self-Study	Christine Roumbanis, Curriculum Co-Chair
2:30-4:00	Data Collection	Robert Johnstone, Dean, Planning Research & Institutional Effectiveness

The workshop will include a review of the Program Review self-study and the basics of getting started using the data in your self-study reporting. Your Program review data which includes tables of counts and percents on enrollment, productivity and effectiveness (success and retention) should have been emailed to you from the Research office. Please bring copies of your program data and a copy of the self-study. If you don't have copies of your program data, please contact Robert Johnstone for help in obtaining the information.

We will be visiting the Curriculum Committee Program Review website to familiarize everybody with the location of the self-study forms and other documents needed to complete program review. There will be an overview of SLOs and Assessment information that is part of the self-study reporting. To assist you with the awesome task of wading through dense tables of figures and graphs, Robert Johnstone, Dean of Planning and Research and Institutional Effectiveness 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.

We encourage you and any other faculty members who would benefit from this session to attend. To reserve a space, please email roumbanis@smccd.edu or call me at x4248 by October 27th.