2011-2012 PROCESS EVALUATION AND RECOMMENDATIONS FOR IMPROVEMENT

During the meeting on March 23, 2012, the EMPC conducted an evaluation of the planning process and made recommendations for improvement for the 2012-2013 planning cycle.

Based on a review of the annual program reviews and comprehensive program reviews it was determined that data was not being analyzed consistently. It was also determined that there needs to be increased dialogue about data within programs, and that the annual program review has become mainly a process for budget development, with little review of progress towards goals, objectives, and data review. The EMPC then made the following recommendations for improvement:

- Recommendation #1 is to add a data analysis section to the program review forms that requires a program to analyze its data and describe what it will do with the data. A specific Data Analysis section should also be added to the SLO/PLO/SAO forms, with a requirement that there be dialogue surrounding the outcome assessments as part of the process.

- Recommendation #2 is to review data on an annual basis as part of the Annual Program Review.

- Recommendation #3 is to provide training on analyzing data. It was recommended that this training may be a possible flex activity.

- Recommendation #4 is to provide training on writing a comprehensive program review.

- Recommendation #5 is to prepare an annual comprehensive program review progress report.

- Recommendation #6 is to streamline the program data to be analyzed, using CalPASS data.

- Recommendation # 7 is to establish a task force to determine the data to be analyzed.

- Recommendation #8 is to request that the College Council closely monitor committees to ensure that they are meeting on a regular basis, and that they are aware of, and fulfilling their duties, including their role in the development of the Educational Master Plan.

- Recommendation #9, which had been discussed at a previous meeting, is to restructure the three-year Comprehensive Program review schedule, to even out the number of programs