

2010 Program/Unit Process Improvement Summary

19Jan11

<u>Group</u>	<u>Program</u>	<u>Feedback Date</u>
Group 1:	ATE Programs	12-14-10
Group 2:	BTEC, NURS, HOSP	12-10-10
Group 3:	Public Services	12-16-10
Group 4:	Liberal Arts	12-8-10
Group 5:	Units	12-8-10
Group 6:	Remedial/Developmental	12-13-10

Instructional Program Question	Summary	Improvements	Responsible Party
1. Do you find the annual program review training presentation and materials helpful? If not, what could be done differently to better suit your needs?	Presentation materials and training were helpful.	Continue Practice	Shawn

<p>2. All program review presentation material, templates, and documentation are made available to you through the Assessment website. Do you find this method of delivery useful? If not, what could be done differently to better suit your needs?</p>	<p>Website works fine for the dissemination of information.</p>	<p>Continue Practice</p>	<p>Shawn</p>
<p>3. The comprehensive instructional program review template was updated this year. Do you feel like you had adequate training on these changes?</p>	<p>Template is OK</p>	<p>We will continue to have a brief overview of the comprehensive template at the end of our normally scheduled trainings.</p>	<p>Mary</p>
<p>4. This year we provided two separate presentations (one for instruction and one for units) and 5 separate training sessions to better fit your individual needs. Was this helpful and should we continue this practice?</p>	<p>Yes, continue this practice with fewer sessions.</p>	<p>We will reduce the number of trainings so that there is one session for Liberal arts, one for all of the rest of instruction, and one for Units.</p>	<p>Shawn</p>
<p>5. In this year's review you received your comprehensive program review data formatted and imbedded into the template to ease formatting pain. Was this helpful and should we continue this practice?</p>	<p>Yes. Yes.</p>	<p>Continue practice.</p>	<p>Shawn</p>

<p>6. This year your annual instructional program review was delivered to you completely on-line. Did you encounter any issues with this form of delivery?</p>	<p>No issues...Worked well</p>	<p>Continue practice</p>	<p>System</p>
<p>7. There were some complaints this year about incorrect reporting of the number of BOR Appointed Faculty for some programs. Would you like to have this information validated prior to the program review so that we can be more assured that the number reported in the review is in fact the number of BOR appointments in your program?</p>	<p>Yes, please take the time necessary to validate the data prior to the program review.</p>	<p>Joni will work with Mari to work towards getting this corrected.</p>	<p>Joni</p>
<p>8. Through our CERC process we are currently providing feedback to the Initiators, as they complete a comprehensive program review. Would you also like to have feedback on your annual reviews?</p>	<p>Yes.</p>	<p>Joni will provide feedback for instructional annual reviews.</p>	<p>Joni</p>

9. In general terms, what can be done to improve the existing program review process?	Assessment needs to be better integrated into the existing comprehensive program reviews.	Mary will bring this issue to the Assessment Committee for their consideration.	Mary
10. Do you feel that appropriate resources are allocated to conduct a program review of meaningful quality? If not, what resources do you need?	Not enough time to write review and the need for some type of writing assistance seem to be a theme.	Joni will take issue to admin team.	Joni

Unit Question	Summary	Improvements	Responsible Party
<p>1. For those units that used the generic templates this year (either comprehensive or annual), did the templates suit your needs?</p>	<p>Some units expressed anxiety over having to turn in an annual review in addition to their comprehensive review.</p>	<p>Some units are required to do an annual review by the system office such as UHCC's Academic Support, Student Support Services, and Admin Services. For all other units/subunits, if you are doing a comprehensive review it will supersede the annual review.</p>	<p>Shawn</p>
<p>2. What would you like to add to or remove from the generic templates that would help you to better write your unit review?</p>	<p>It was suggested that we add unit outcomes and their assessments to the comprehensive template.</p>	<p>This will be taken up by the assessment committee. Templates will be updated as needed by AC or CERC.</p>	<p>Mary</p>
<p>3. All program review presentation material, templates, and documentation are made available to you through the Assessment website. Do you find this method of delivery useful? If not, what could be done differently to better suit your needs?</p>	<p>Website is useful.</p>	<p>Continue practice.</p>	<p>Shawn</p>

<p>4. Do you find the annual program review training presentation and materials helpful? If not, what could be done differently to better suit your needs?</p>	<p>All helpful</p>	<p>Continue practice.</p>	<p>Shawn</p>
<p>5. This year we provided two separate presentations (one for instruction and one for units) and 4 separate training sessions to better fit your individual needs. Was this helpful and should we continue this practice?</p>	<p>All helpful</p>	<p>Continue practice.</p>	<p>Shawn</p>
<p>6. Do you feel that appropriate resources are allocated to conduct a unit review of meaningful quality? If not, what resources do you need? Please be specific.</p>	<p>Need people, time, and money. Need focus groups to collect information from our students/community.</p>	<p>The Assessment committee will determine if the Admin Team should be involved in finding the resources needed to train focus group leaders.</p> <p>Asks for software should go through your supervisor.</p>	<p>Mary</p>

7. In general terms, what can be done to improve the existing program review process?	Continuous process improvement is already taking place on campus.	Continue to make improvements.	Shawn
8. Is there anything else that you would like to add that you feel would create a more inclusive and positive environment in which to create your program/unit review?	Current process is working.	We will change our process as needed to meet the needs of the college.	Shawn