

# Program/Unit Process Improvement Summary

<u>Group</u>	<u>Program</u>	<u>Feedback Date</u>
Group 1:	ATE Programs	2-19-10
Group 2:	BE, NURS, HOST	2-16-10
Group 3:	LBRT, Public Services	2-17-10
Group 4:	Units	2-18-10

<b>Program Question</b>	<b>Summary</b>	<b>Improvements</b>	<b>Responsible Party</b>
<p>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?</p>	<p>Continue with face to face training, data imbedded into form was helpful and easy to input, appreciated group presentation, helpful on calculation of data and the determination of health calls, liked having information available on-line, presentation served as a good refresher and good for new people. One recommendation for a training webcast.</p>	<p>Keep existing presentation and materials for face to face training.</p> <p>Provide clarification of Perkins data within program review training.</p> <p>Bring hardcopy's of Perkins reports into training sessions for review.</p> <p>Joni to assist in providing information on Perkins.</p>	<p>Shawn</p> <p>Joni</p>

<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>All participants thought that the availability of the presentation material, templates, and documentation available through the Assessment website was helpful.</p>	<p>Continue to post documentation, etc.</p> <p>For those having difficulty finding documentation, call Shawn.</p>	<p>Shawn</p>
<p>3. What data would you like to have provided to you in support of your program review?</p>	<p>Question about accuracy of EMSI/SOC data, define what is a major/premajor?, a request for additional program review data.</p>	<p>Programs may work with CTE Dean to reevaluate the SOC code used in the determination of the EMSI codes used for new and replacement jobs for county and state.</p> <p>How our program majors are used in the evaluation of program health calls will be taken to the UHCC IPRC for</p>	<p>Joni and Guy leading EMSI coordination with Programs.</p> <p>Shawn for additional data requests.</p> <p>Mary took major/pre-major question back to</p>

		<p>evaluation. The problem stems from the large number of majors used in the health call makes some programs appear larger than they really are and could generate an unhealthy or cautionary health call...the number of majors should be the actual number IN the program—not just the number of majors selected by our students on their application.</p> <p>To address the need for additional program review data, please use the formal data request process and request your data prior to July 15<sup>th</sup>.</p>	<p>UHCC IPRC for their consideration.</p> <p><a href="#">UHCC IPRC Meeting Summary</a></p>
<p>4. 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</p>	<p>Continue presentations in groups. It was suggested that we group “like” programs together such as all AS degree programs.</p>	<p>Continue to provide individual/small group training and presentations.</p> <p>The VCAA will consult with DC’s to ensure appropriate grouping for training within LBRT and public services. LBRT</p>	<p>Shawn</p>

<p>this helpful and should we continue this practice?</p>		<p>DC's will be invited optionally.</p>	
<p>5. In this year's review you received your data formatted and imbedded into the coversheet so that there was only one document to track for annual reviews. Was this helpful and should we continue this practice?</p>	<p>Yes.</p>	<p>Continue to provide data imbedded into coversheet.</p>	<p>Shawn</p>
<p>6. In this year's review the number of data elements provided to you was greatly expanded from last year. There were new measures for distance education, the number of certificates were</p>	<p>A question about whether Perkins dollars are included in grant amount. Respondents liked budget breakdown on federal dollars. Some programs reported that this additional data helped and some reported that it did not.</p>	<p>Determine whether or not Perkins awards were included in grant dollars.</p>	<p>Noreen to work with Nozomi to ensure that Perkins awards are included in the grant amount for programs.</p>

<p>expanded to include ASC and other certificates, there were additional budget breakdowns, and expanded transfer student information. Did you find these additional data elements helpful as you wrote your review?</p>			
<p>7. Up to this point we have primarily been reporting fall term data in our program reviews. This year we expanded the scope of terms to include the entire academic year. Was this helpful?</p>	<p>It was agreed that we need all 3 years of data, and that the data element would be for an annual count, and that we would use the same routine for all 3 years of data reported.</p>	<p>Part of term classes need to be included in the program reviews. This will be taken to the UHCC IPRC for their evaluation. Also taken to the UHCC IPRC is the request to report 3 years of academic year data, and using the same routine for all 3 years of the data reported.</p>	<p>Reported by Mary to UHCC IPRC for their consideration.</p> <p><a href="#">UHCC IPRC Meeting Summary</a></p>

<p>8. Once your data was delivered to you this year there were many updates that occurred afterwards. What was the impact on your work for program review due to these updates?</p>	<p>Delayed writing of program review, some reporting minimal impact.</p>	<p>None</p>	<p>No action taken</p>
<p>9. In general terms, what can be done to improve the existing program review process?</p>	<p>One respondent suggested that the campus look at other program reviews from other campuses.</p>	<p>SOC codes will be re-evaluated based on feedback from programs. Deadline to Cheryl Chappell-Long is May 15<sup>th</sup>, 2010.</p>	<p>Joni/Guy</p>

<b>Unit Question</b>	<b>Summary</b>	<b>Improvements</b>	<b>Responsible Party</b>
1. For those units that used the generic templates this year (either comprehensive or annual), did the templates suit your needs?	Yes	Continue use.	Shawn
2. What would you like to add to or remove from the generic templates that would help you to better write your unit review?	Nothing	Continue using templates as-is.	Shawn
3. All program review presentation material, templates, and documentation are made available to you through the Assessment	Yes, na.	Continue with process as-is.	Shawn

<p>website. Do you find this method of delivery useful? If not, what could be done differently to better suit your needs?</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>Yes, n/a.</p>	<p>Continue with process as-is.</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>Yes, Yes</p>	<p>Continue with process as-is.</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>Review timeline for our local program review deadlines.</p>	<p>Shawn and Noreen will discuss appropriate timeline for program review.</p>	<p>Shawn/Noreen</p>
<p>7. In general terms, what can be done to improve the existing program review process?</p>	<p>Action: CERC Feedback</p> <p>How much documentation is needed for CERC review?</p> <p>Does CERC need to see salary projections with fringe when requesting positions?</p> <p>Should CERC ask for equipment replacement costs?</p> <p>When do we replace equipment based on depreciation schedule?</p> <p>CERC needs to create a rubric</p>	<p>Noreen will take the feedback here to the CERC committee for their consideration.</p>	<p>Noreen</p>

	<p>in evaluation of program budget?</p> <p>CERC needs to determine what statistics are needed to back up request?</p>		
<p>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?</p>	<p>Action: Need chart to illustrate what academic years constitute a biennium budget request</p>	<p>Noreen will take the feedback here to the CERC committee for their consideration.</p>	<p>Noreen</p>