

CPR Redesign Task Force

Presentation to Academic Senate

September 3, 2020



Task Force Charge

In February 2020, SPARC approved the creation of a **CPR Redesign Task Force**

Charge: Develop recommendations for improvements to streamline the current Program Review process, with a focus on redesigning Comprehensive Program Review (CPR).

Task Force Members and Resources

Original Members

Kate Williams Browne (Faculty/Academic Senate)

Luis Escobar (Administrator/Dean – Counseling)

Connor Fitzpatrick (Classified Professional)

Jessica Hurless (Faculty/Curriculum)

Joe Morello (Administrator/Dean – Instruction)

Bianca Rowden-Quince (Faculty)

Karen Wong (Faculty)

Ingrid Vargas, TF Chair (SPARC Tri-Chair/Administrator)

Additional Resources/Subject Experts

Paul Cassidy (Administrator/Finance)

Chris Gibson (Administrator/Dean – Instruction)

Zahra Mojtahedi (Classified Professional/PRIE)

From original SPARC Charge

The CPR Redesign Task Force will:

1. Review the history and current practice of Skyline College's Program Review process
2. Understand any federal, state, and accrediting body regulations/requirements affecting academic and non-academic program review
3. Consult with participatory governance bodies and interested parties at Skyline College
4. Research alternative program review practices at other community colleges
5. Consider enhanced alignment with Curriculum Committee and Budget Processes
6. Research and price alternatives to SPOL
- 7. Recommend improvements to the existing Program Review process, with consideration for workload**

Purview, Management & Oversight

	Current Practice	Proposed Practice
Oversight	SPARC has oversight since 2017; SPARC membership includes faculty, students, classified professionals, and administrators, with each College division represented	SPARC will retain oversight but delegate responsibility for managing and supporting the CPR process to a SPARC subcommittee: Institutional Effectiveness Committee (IEC); IEC charge and membership will be updated
Leadership	SPARC Tri-Chairs: Academic Senate president; Administrative Services vice president; and Planning, Research & Institutional Effectiveness (PRIE) dean	IEC Tri-Chairs: Academic Senate representative; Institutional Effectiveness (IE) coordinator; and an instructional or student services dean (dean seat rotates every 2-3 years)
Responsibilities	SPARC CPR responsibilities not formally articulated; in practice have been limited to reading and providing feedback on CPRs; hosting presentations	IEC responsibilities for program review include coordination, facilitation, training, support, reporting
CPR Sign-offs	None required	Sign- off from Curriculum Committee chair, program dean, and division vice president

Communication and Transparency



Goal: To enhance communication and improve understanding of the integrated planning and resource allocation process

	Current Practice	Proposed Practice
Program Planning	Faculty and staff submit Annual Program Plans (APP's) to the Dean by April 15 th . Dean reviews the APP's including goals and resource requests. Dean completes and submits the Division Administrative Leadership Unit Review (ALUR) between June 15 th – July 1 to their supervising Vice President.	Task Force recommends that division meetings at the start of the Spring semester include a planning session to discuss division goals and resource request needs, which will inform the Division Dean's annual Administrative Leadership Unit Report (ALUR).
Sharing of Information	No formalized process exists for the Dean to share their ALUR with the division. Completed ALUR's are posted at http://skylinecollege.edu/programreview/programreviewschedule.php	Within 30 days of submitting the Division Dean ALUR, deans will present ALUR highlights, including resource request prioritization, at a division meeting.
Assessment & Prioritization	VP's and areas reporting directly to the President (PRIE, MCPR, EI) submit ALUR's by July 15 th and prioritize requests and present them at Cabinet for discussion / action by August 1 st	Within 30 days of submitting the Vice President's Administrative Leadership Unit Report (ALUR), the VPI and VPSS will present ALUR highlights, including resource request prioritization, at a SPARC meeting.
Public Presentation	Prior to opening day, the President, in consultation with Cabinet, determines strategic planning, initiative and budget decisions for the upcoming year based on the budget approved by SPARC. The President informs the college of these decisions at opening day.	Prior to the end of the Spring semester, the College President will summarize any budget and planning decisions arising from the integrated planning and resource allocation process at a meeting of the CGC

Program Review Cycle and Calendar

	Current Practice	Proposed Practice
Frequency of CPR	Every 6 years	Every 7 years
Length of CPR	Approximately 1 academic year	Approximately 1.5 academic years
Frequency of APP	Every year (in April)	APP replaced by Program Review Updates (PRU) which are submitted every two years (in November).
Resource Requests	Resource requests are part of the Annual Program Plans (in April)	Annual Resource Requests (ARR) will be uncoupled from Annual Program Plans (APP) and submitted as needed (in November)

Program Review Due Dates



	Current Due Date	Proposed Due Date
Deliverable:		
Comprehensive Program Review (CPR)	April	DRAFT in November* to inform ALUR Final submission in April
Program Review Update (PRU)	April (Currently the APP)	November*
Annual Resource Request (ARR)	April	November* to inform ALUR
Divisional Planning Meeting(s)	N/A	Early February
Dean ALUR submitted to VP	June 1st	March 1st
Dean ALUR Report to Division	N/A	Early March
VP ALUR submitted	July 1 st	April 1 st
VPI & VPSS ALUR Report at SPARC	N/A	Mid April Meeting
VPA Tentative Budget presented to SPARC	May Meeting	Mid April Meeting
VPA Tentative Budget presented to CGC	May Meeting	Mid May Meeting
President's Budget Priorities Report to CGC	N/A	Mid May Meeting

* November due dates will be the Friday before Thanksgiving Break

Program Review Scope and Process

	Current Practice	Proposed Practice
Student Voice/ Feedback	Student feedback is not currently a component of Comprehensive Program Review	Require that CPR include some form of student feedback
Program Review Template	“One size fits all” template that was originally designed with instructional programs in mind	Task IEC with creating two versions of the template
Program Equity	CPR template asks about progress made “to address identified student equity gaps and minimize disproportionate impact”	Increase emphasis on equity throughout CPR, including prompts re program personnel, program access, staff and faculty hires, student outcomes, etc.
Public Presentation	Currently required as the culmination of the CPR process	Recommend that IEC and SPARC reconsider this requirement, and consider alternative methods for increasing campus awareness and engagement with college programs
CPR Calendar/ Requirement	No clear process for determining which programs must undergo CPR, or how to get new programs into the CPR calendar	CPR Calendar changes originate in IEC (in consultation with either AS or SSLT), and move through SPARC and CGC, for recommendation to the president

CPR Redesign Steps

- Aug 27 – TF presents tentative recommendations to SPARC for discussion/feedback
- Sep 3 – TF presents draft recommendations to Academic Senate for discussion and consultation
- Sep 10 – SPARC Meeting: TF Presents report and recommendations to SPARC for further discussion; Finalize recommendations that SPARC members will take back to constituents for input
- Sep 24 – SPARC Meeting: Opportunity for Q&A with TF if needed
- Oct 8 – SPARC Meeting: Vote on forwarding CPR TF Recommendations to CGC
- Oct 28 – CGC votes on recommending to the College President

Questions?

Thank you!