

Directions for Program Review Readers 2018

The purpose of this reading process is for the Deans (or VPs in some cases) to write Division Summaries that summarize the achievements, goals and needs of the Program Reviews in their division or area.

The other readers (from the SLO and Program Review Committees) help the deans by reading program reviews and contributing their insight as to the most important information that should be in the summary.

PRUs are available here (since these are drafts, please do not share this link except as needed):

<http://www.laspositascollege.edu/programreview/pr2018.php>

You can access this link and all other needed materials (including these directions) from the Program Review Tools for Readers page:

<http://www.laspositascollege.edu/instructionalprogramreview/readers.php>

Directions for Readers (Program Review and SLO Committee):

1. You are responsible for reading the Program Review Updates listed by your name on the list of program review readers. Those that are not posted yet should be marked EXT on the web page. If they are not posted by the afternoon of 10/29, you will be excused from reading them (I will send a follow-up email to remind you about this).
2. Read the following sections (also noted at the top of the website with the Program Review drafts):
 - Section 1: Program Snapshot (entire section)
 - Section 2: Current Topics, Question A only
 - Section 3: SLOs/SAOs (entire section)

Programs that marked “No Significant Changes” (NSC) did not fill out Section 1, so you don’t need to read it.

3. Use the Program Review Reader’s Worksheet to take notes on the Program Reviews you read. As a reader, you will complete one single worksheet (unless you are reading PRUs for two divisions; then you should fill out a worksheet for each division). You should not fill out a separate worksheet for each Program Review; instead, put your comments about all the PRUs on one worksheet for the division. The worksheet is available on the Program Review web page under “Tools For Readers”:
<http://www.laspositascollege.edu/instructionalprogramreview/readers.php>
4. It is suggested that readers be finished reading your Program Reviews by Monday, November 26. (This will depend on when you set a meeting with your team’s administrator).
5. When you have finished reading and taking notes, **email your Reader’s Worksheet to the administrator (dean or VP) on your team.**
6. Use your email group to set up a meeting to go over the Program Reviews. Your meeting should probably be any time from November 26 to the end of the semester. The members of your team

from the Program Review Committee are responsible for ensuring that the meeting gets scheduled. The meeting is the final step in the readers' responsibilities.

Extra Directions for PRC Members

1. If you are a PRC member, your job is to make sure the team arranges a meeting time to discuss the Program Reviews.
2. The PRC chair will send an initial email to each team by Thursday, 10/25.
3. After that, the team leader should take the lead in setting up a meeting time for your division team.
4. Your meeting should probably be any time starting the week of November 26 until the end of the semester; administrators need to send completed Division Summaries to the PRC chair and their divisions by January 14th.
5. If you have any difficulties setting up a meeting, contact the PRC chair for assistance.

Directions for Deans/Administrators:

1. For each Program Review in your division or area, read the following sections (also noted at the top of the website with the Program Review drafts):
 - Section 1: Program Snapshot (entire section)
 - Section 2: Current Topics, Question A only
 - Section 3: SLOs/SAOs (entire section)

Programs that marked "No Significant Changes" (NSC) did not fill out Section 1, so you don't need to read it.

2. Use the Program Review Reader's Worksheet to take notes on the Program Reviews you read. (This will depend on when your team sets a meeting). You will complete one single worksheet (unless you are reading PRUs for two divisions; then you should fill out a worksheet for each division). You should not fill out a separate worksheet for each Program Review; instead, put your comments about all the PRUs on one worksheet for the division. The worksheet is available on the Program Review web page under "Tools For Readers":
<http://www.laspositascollege.edu/instructionalprogramreview/readers.php>
3. It is suggested that readers be finished reading your Program Reviews by Monday November 26.
4. The team leader for your division (a PRC committee member) will contact you and the readers for your division to set up a meeting to discuss the Program Reviews. any time starting the week of November 26 until the end of the semester.
5. **The other readers should email you their Reader's Worksheets before you meet.**
1. Write the Dean's Summary for your division. The template is available on the Program Review web page: <http://www.laspositascollege.edu/instructionalprogramreview/readers.php>

2. Record any suggestions for revisions on the Suggestions for Revisions sheet, available on the Program Review Reader's page.
<http://www.laspositacollege.edu/instructionalprogramreview/readers.php>
3. Send a draft of your summary to Karin Spirn and to your division by **Monday, January 14**.
4. Division summaries should be discussed at January division meetings.
5. Final drafts of Summaries should be submitted to the PRC chair by **January 25**.

Program Review Timeline

October 25-November 26	Read Program Reviews
Week of November 26 or after	Division teams meet
January 14	Deans send draft Division Summaries to division and PRC chair
January 16	Discuss Division Summaries at January meeting
January 25	Email finalized Division Summary to PRC chair