**Program Review Notes, February 5, 2019**

**AUOs**

We’ll have a set list that all admin units have to address. We’ll standardize them with classes. You can add AUOs if you want to add more. They will all map up to the VP/President. It will be one consistent way for all administrative units to operation. Focus will be on the functioning of the administrative efforts—not if it met its SLOs but did it meet its budget plan, etc. That’s data we started working on last summer. The AUOs will be quantitative and trackable. We’ll be able to tell if we’re running our units efficiently. That consistency will be important. Steve indicated that ILOs will also need review because AUOs don’t smoothly track to them right now. Our current ILOs are instruction focused, so administrative AUOs don’t map to them cleanly. Steve and Liz will be reviewing those this summer. Program Review Committee will monitor this work to see how it impacts program reviews of reporting units.

**Encouraging Program Review Completion**

Think about PRs that you thought were excellent. How can we encourage people to get these done in a timely manner? In the past, we’ve had a drop-dead date driven by faculty and staff voting in FCDC for new positions. There was a hard cutoff in October. Some people turned them in later anyway. We really need to have all resource requests – staffing, budget, tech, facilities--by middle of October. Other committees need those documents to carry out their planning on their individual committee timelines. Patterns of programs not getting turned in…the new programs are better about getting them turned in although they may not have as much data to share. One person shared that they wish the information was available sooner. If it were available to the departments in summer, people who wanted to work on the report earlier can do so. Kristin said the plan is for this information and forms to be available in April for the coming fall. Administrators’ retreats will be addressing program reviews in August to get a head start on these. Kristin asked for people to submit examples of exemplary work. Neeley suggested that the examples be categorized by instructional, admin, cte. Michele suggested that examples be presented as a single component, not the whole PR, e.g. an exemplary assessment response, etc.

**Update on data enhancement work**

Steve indicated that he and Amber will be meeting soon on that topic. The data work will be shared with others: Kim said that she, Kristin and Steve will be presenting at the ACCJC about Program Review. The conference will be in May in San Francisco. We’ll talk about how data has resulted in change…how it is a change agent for effective program review.

**Addressing Equity and Disproportionate Impact in the new Program Review**

How can we use eLumen to do that? Since that may get addressed in so many places in a department’s program review, one question is whether a separate equity question is still needed. Maybe in March we send to deans a question about how in each department will be working in program review. Then, those people will get access to the eLumen document they are working on. The resource request is the concerning piece. There’s currently nothing in eLumen that asks for that kind of information and breaks down the information in the way we have been doing. If we are looking for a resource request, it would be a separate block or section in eLumen. Then we have to figure out how to extract the data that we need to report that part of the review. We have a lot of work in eLumen to do. Then we’ll need to think about how we provide workshops for eLumen in use for this purpose so we can get people trained. When we were training in eLumen on assessment, we were providing workshops on Friday every two hours. We’ll have to brainstorm ways to provide that training. We may even offer some of this training at the end of this semester to get people started early. Our training would show them how to log in, where to click, understanding the lingo, etc. We’d even be able to create a video to help people refresh what they learned in the workshops. Each workshop would be led by two people. We hope to have eLumen ready to go for Program Review by April 2019. All components are already in the draft for eLumen. We can create more components as needed. After the March meeting, we’ll create new initiatives for student services, instruction, administrative units, etc. Then, once we have the information, we can start assigning out the eLumen sections for access to people working on the document. The beauty of this process is that anyone working on it can do so anywhere they have internet access. A question about the history component of eLumen came up in case we would want to make changes. Kristin will research this. The biggest role is the review. Everyone on the Program Review Committee will have a role to view all PRs from the departments. The scope of the access will be discussed in the future.

**Spring Survey**

Look at the example posted on the Program Review website and be ready to share ideas, edits. Kristin will implement those changes and then the survey goes to deans.