

# Memo

To: Computer Science  
Early Childhood Education  
DSP&S  
Financial Aide  
Health Center  
History  
Physical Sciences

Political Science  
Reading  
Real Estate  
Security  
Student Activities  
Surgical Technology  
Transfer Center

From: Christine Roumbanis, Curriculum Committee Chair

Date: September 11, 2008

Re: **Program Review Workshop – Program Review Revisions and Modifications Update and Data Collection**

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All programs at Skyline College are asked to complete a program review process every six years. For those programs listed, the time has come to begin the process and complete the review for presentation in **Spring 2009**. The Curriculum Committee wishes to offer you its support and help in completing your Program Review.

## **Workshop Schedule: Room 2117B, October 15, 2008**

2:10:2:30	Program Review Updates and Modifications – Self-Study	Karen Wong, SLOAC Chair Christine Roumbanis, Curriculum Chair
2:30-4:00	Data Collection	Robert Johnstone, Dean, Planning Research & Institutional Effectiveness

The workshop will include a review of Program Review Revisions and Modifications in the self-study and the basics of getting started using the data in your self-study reporting. Your program review data which includes tables of counts and percents on enrollment, productivity and effectiveness (success and retention) is at [http://www.smccd.edu/accounts/skypro/program\\_review/program\\_data.htm](http://www.smccd.edu/accounts/skypro/program_review/program_data.htm) . Please print copies of your program data to bring to the meeting and a copy of the self-study.

Christine Roumbanis and Karen Wong will discuss the changes to the self-study with the inclusion of SLOs and Assessment and a new checklist aligning courses (programs) to institutional outcomes. To assist you with the awesome task of wading through dense tables of figures and graphs, Robert Johnstone, Dean of Planning and Research and Institutional Effectiveness will provide the basics for getting started using the data and will assist you with uncovering and analyzing trends found in your reports. In addition, the workshop will provide information on additional data sources that you may want to explore on your own, as well as additional research questions you may want answered.

The forms and instructions for beginning the process are available online at the following website: [http://www.smccd.edu/accounts/skycurr/Program\\_Review/Directions%20and%20forms.html](http://www.smccd.edu/accounts/skycurr/Program_Review/Directions%20and%20forms.html). These forms and instructions may be downloaded and information transferred directly to those templates.

We encourage you and any other faculty members who might benefit from this session to attend. To reserve a space, please email [roumbanis@smccd.net](mailto:roumbanis@smccd.net) or call me at x4248 by **October 10**.

The entire Curriculum Committee is available to assist as necessary.

Committee Members	Ex-Officio Members
Joyce Lee.....Student Services Counselor Jan Fosberg..... Physical Education Daisy Araica.....Science/Math Technology Leigh Anne Sippel.....Language Arts Christine Roumbanis ..... Chair, Business Dennis Wolbers..... Creative Arts/Social Science	Rick Wallace ..... Dean of Counseling Sherri Hancock.....Dean, Enrollment Services Persis Morrice..... Classified Council Maria Norris ..... Office of the VP of Instruction Regina Stanback-Stroud..... Vice President of Instruction

*Christine Roumbanis*