

Re: November 14, Recommendation: Leadership Council will start with Program Review

1 message

Jim Waugh <james.waugh@estrellamountain.edu>

Wed, Nov

Reply-To: james.waugh@estrellamountain.edu

To: Patricia Cardenas-Adame <patricia.cardenas-adame@estrellamountain.edu>

Cc: "Rene G. Willekens" <rene.willekens@estrellamountain.edu>, Rey Rivera <rey.rivera@estrellamountain.edu>, Heather Weber <heather.weber@estrellamountain.edu>, DL-EMC-OPIE <dl-opie@estrellamountain.edu>, Sandra Chavez <sandra.chavez@estrellamountain.edu>, Sylvia Orr <sylvia.orr@estrellamountain.edu>, Paula Livingston <paula.livingston@estrellamountain.edu>, Kristina Scott <kristina.scott@estrellamountain.edu>, Kathleen Iudicello <kathleen.iudicello@estrellamountain.edu>

Thank you Pattie. As I have already stated... By the end of the second working session, program review writers and reviewers should be able to demonstrate:

- substantial progress in writing sections 1 and 3 in their program review templates
- initial drafting of responses for sections 2 and 4 in their program review templates
- a submission of any additional data needs to complete sections 1 - 4 or their program reviews

My email message was the result of a formative assessment of the first session. One learning outcome of the first session was working to complete Section 1 (Program Purpose) and (Supporting Strategic Commitments). Using observation as a form of formative assessment, I looked at the amount of writing a week after the session. Almost 19% of the program significant amount of effort in answering sections 1 and/or sections 3, an additional 7% had some work in 1 or 3, with the remaining 74% showing NO evidence of writing. There were individuals who attended the working session but did not begin writing as of yesterday.

In the past, the most prevalent complaints about program review were its length, question relevance, question redundancy, the time required, and the application of what was learned effort. The template was revamped to address the first three concerns. Valuable Leadership Team meeting time was granted to give writers time to begin their creative writing, rather than to be at the scheduled meeting, anyway. Useful data was hyperlinked to the questions to save writers additional time and to guide them on what to consider when responding. Having management in the room at the time of writing also provides the opportunity of reinforcing the critical nature of strategic-level thinking and allow for Deans/VPs to demonstrate their program review via leaders' coaching of these concepts. It is an attempt to not just achieve substantive, thoughtful writing but to also promote and perpetuate a learning college culture to success is getting writers in the room and having them write. We simply need to reinforce their being there and working during the working session.

Once again, thank you all for your continued support.

Sincerely,

Jim Waugh
Planning Research Analyst, Senior
Office of Planning and Institutional Effectiveness (OPIE)
Estrella Mountain Community College
Office: EST S261B (623) 935-8063

On Tue, Nov 6, 2018 at 4:03 PM Pattie Cardenas-Adame <patricia.cardenas-adame@estrellamountain.edu> wrote:
OK. As long as we know what the expected outcomes are of having this workshop at the beginning, I am on board.

pca



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On Tue, Nov 6, 2018 at 3:57 PM Jim Waugh <james.waugh@estrellamountain.edu> wrote:

Yes, please. I believe I have already spoken with the CTL to replicate the setup from the last session but I will follow up to ensure it. We should have 48 laptops ready to go if don't bring their own.

Thanks.

Jim Waugh
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On Tue, Nov 6, 2018 at 3:54 PM Pattie Cardenas-Adame <patricia.cardenas-adame@estrellamountain.edu> wrote:
Will computers be needed at the LC session?

pca



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On Tue, Nov 6, 2018 at 3:51 PM Jim Waugh <james.waugh@estrellamountain.edu> wrote:

I took a quick look at the current amount of writing done in the [program review templates](#). An hour of the most recent Leadership Council meeting was devoted to an intro writing session for program reviews. Many have done good preliminary work, but others need to catch up. We are scheduled to have a second working session at the next L meeting. To ensure we use the Leadership Council time wisely, I wanted to give you the opportunity to encourage your team to begin/continue their writing journey over the week. We are early in the program review process but I want us to be sure we are on task.

By the end of the second working session, program review writers and reviewers should be able to demonstrate:

- substantial progress in writing sections 1 and 3 in their program review templates
- initial drafting of responses for sections 2 and 4 in their program review templates
- a submission of any additional data needed to complete sections 1 - 4 or their program reviews

Please consider inviting the writers and encouraging your team to begin writing answers to sections 1 and 3 of their templates in advance of the next working session (2pm) by submitting OPIE data requests for data above and beyond what has already been provided. A primary factor in the success of the program review redesign is the ongoing encouragement from the reviewers, this may be a good opportunity to reinforce to writers that these documents are important for our students, their department, and thank you for your continued support.

Sincerely,

Jim Waugh

Area	Status	Program Review	Writer	Reviewer
Academic	In Progress	Physical Sciences	Levi Torrison	Pa
		Arts and Composition	Analicia Buentello	Ka
	Not Started	BSCS	Pablo Landeros	Ka
		Computer Science	Meah Trivedi	Pa
		Life Sciences	Shannon Manuelito	Pa
		Mathematics	Andy Burch	Pa
Administrative Services	Substantial Progress	Modern Languages	Steve Peist	Ka
		Grounds	Randy Naughton	He
		Information Technology	Chad Galligan	He
		Maintenance	Randy Naughton	He
	In Progress	Marketing	Trineka Greer	He
		Custodial Services	Randy Naughton	He
	Not Started	Employee Services	TJ Ferrer	He
		Budget Management	Maggie Castillo	He
		Cashier Services	Leda Johnson	He
		College Police	Joe Delgado	He
Co-Curricular Programs	Substantial Progress	Fiscal Services	Leda Johnson	He
		CTL	Erik Hunsinger	Re
		Honors	Erin Blomstrand/Denise Garland	Syl
		Informational Resources	Terry Meyer	Syl
	Not Started	PTK	Sandy Zetlan/Erica Wager	Syl
		Steam Engine (MakerSpace)	David Weaver	Pa
		Academic Success Center	Martina Meraz	Syl
		Adjunct Faculty Support	Terri Propes	Syl
		BEC Instruction	Gina Sandoval	Ka
		Computer Commons	Martina Meraz	Syl
		Instructional Services	Nadine Johnson	Ka
		PAC	Tim Butterfield	Ka
		SAAC	Becky Baranowski/Teri Graham	Re
		STEM Center of Excellence	Bronwen Steele	Pa
Occupational	Substantial Progress	Title V	Juan Medrano	Re
		Business	Sylvia Ong	Pa
	Not Started	Interior Design	Meah Trivedi	Pa
		Administration of Justice	Jim Cerven	Pa
		Computer Applications and Technology	Meah Trivedi	Pa
		Culinary	Steve Griffiths	Pa
		Energy	Frank Perkins	Pa
		Engineering	Levi Torrison	Pa
		IMET	Frank Perkins	Pa
		Instructional Computing	Meah Trivedi	Pa
		Multimedia	Jim Heinrich	Pa
		Networking	Jim Nichols	Pa
		Nursing	Roni Collazo	Pa
		Physical Education	Lyle Bartelt	Pa
		Programming	Jim Nichols	Pa
		SLP	Amy Hill	Pa
Office of the President	Substantial Progress	Teacher Education	Rachael Holmes	Pa
	Not Started	OPIE	Rele Willekeins	Err
Student Affairs	Substantial Progress	Alumni, Corporate and Foundation Relations	Jonathan Robles	Err
	In Progress	Testing	Nancy Stuffelbeam	PC
		Community Ed	Marcia Ford	PC

Not Started	Counseling	Jason Martineaz	PC
	ACE and Hoops	Ralph Campbell	PC
	Advising	Catrina Kranich	PC
	BEC	Gina Sandoval	PC
	Career and Transfer	Hannah Samuelson	PC
	Dean of Student Affairs	Laura Dulgar/Kristina Scott	PC
	DRS	Pam Grady	PC
	Dual Enrollment	Austin Shepard	PC
	Enrollment Services	Ralph Campbell	PC
	Excel Program Review	Christina Izaguirre	PC
	Financial Aid	Rosanna Short	PC
	Fitness and Wellness	Lyle Bartelt	PC
	New Student Orientation	Catrina Kranich	PC
	Recruitment and Outreach	Ralph Campbell	PC
	Service Learning	Landis Elliot	PC
	Student Life and Leadership, Athletics	Herschel Jackson	PC
	Veteran Affairs	Robert Dorsett	PC
	West-MEC	Kristen Hepburn	PC

Jim Waugh
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On Tue, Nov 6, 2018 at 3:42 PM Pattie Cardenas-Adame <patricia.cardenas-adame@estrellamountain.edu> wrote:
Rene,

What exactly will happen in the PR workshop?
What logistics are needed for PRs? computers? etc?

pca



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On Tue, Nov 6, 2018 at 3:34 PM Rene Willekens <rene.willekens@estrellamountain.edu> wrote:

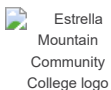
At the Deans meeting last week, I received feedback that we should start Leadership Council with program review. We don't know when the general LC agenda items are going starting the Program Review workshop early makes it difficult for leads to catch up if they arrived at the designated time. We recommend Program Review Workshop be held 2- General Meeting items review from 3-4pm.

Rey, Pattie or Heather, if you have any concerns about this change, let us know by tomorrow morning (Wednesday).

Sandra, when you send the agenda for next week, please be sure to remind LC to invite the program review leads again.

Thanks!!!

Rene



Rene Guerra Willekens Ed.D. MBA
Estrella Mountain Communit