Dr. Browning reviewed the Strategic Planning Cycle (Documents given to all in attendance)

Discussion:

- **Outcome Assessments**
  - Identify assessment strategies to meet the outcomes, e.g., determine what we want to consistently measure, set up queries and gather data.
  - Add accreditation findings to “Outcome Assessment” list

- **Gap analysis**, e.g., assess what is going well, omissions, overlaps, revisions needed, where can we cut back, where can we explore something new? This is done in concert with reflection on college mission, values.
  - Results in refining college vision, updating mission statement, and revising college goals.
  - Annual objectives and action plans are developed and implemented to meet the college goals.

- **College Strategic Planning process** will cycle over a 3 to 5 year period. Actual time line to be determined.

- **Program Review** – Each program review needs to shows how it meets annual college objectives.
  - Need to allocate resources according to college mission and goals as well as program outcomes and improvement objectives.
  - Is Program Review going to be an annual process? “Yes”
    - President: need to have all programs participate each year.
    - If there is not an annual process - will only have ¼ of programs represented.
    - There is synergy between programs – need to have annual review and be able to look at the “big picture” for prioritization.
    - Annual review needed for prioritization and to be updatable.
    - If one time monies become available, will have prioritization info already on hand.
    - Annual review important for budget planning:
      - Want analysis between actual money spent vs. allocated budget.
      - Look at current budget allocations and how it is reallocated each year.
      - Assess trend of budget expenditures over 4 years.
      - Consider a process of automated adjustments.

- **Program Outcomes**
  - Discussed types of outcomes we might use:
    - SLOs – Instruction (course and program levels) and GE, when applicable
      - Program SLOs result from the synergy of courses coming together into a program.
    - Student Achievement outcomes – course and program level.
    - Student Impact Outcomes – examples discussed on how this could be used by Administrative Services, Student Services.
    - Program outcomes
    - Student Services Learning Outcomes
• Administrative unit outcomes – use student impact outcomes
• Program Function outcomes to meet program goals
  • Decision to allow choice of the following outcomes:
    • SLOs
    • Student Achievement Outcomes
    • Student Impact outcomes
    • Program Outcomes
  • Program improvement objectives - annual
    • Product of every program review
    • What the program wants to achieve.
    • Contribute to the prioritization process for budget resources.
    • Supports student learning (instructional)
  o Glossary – Words added:
    • Program Improvement Objective
    • Action Plan – include ideas such as 1) specific tasks to be completed, 2) primary participants or person responsible, 3), timeline for completion. The action plan should be specific and doable in one year. Can have a two year action plan as long as there are annual objectives. Create Ohlone Action Plan template similar to the ones see in Grants.
    • Student Learning Outcome
    • Student Achievement Outcome
    • Student Impact Outcome
    • Program Outcome

Next Meeting: Friday October 24, 2:00 – 4:00 pm
• Discuss specifics on the resource prioritization process.
• Discuss baseline resources available for all programs.
• We now have “Urgent Needs” yet our Annual /Operational Strategic Planning Cycle is a long term process. How do we plan for the next few years and keep some of these principles in place while completing the process?
• Note: Plan to have a “beta” version of the CurricUNET Program Review module in Spring 2009 and to have the CurricUNET Module operational in Fall 2009. Training of all personal and time for the transfer of written Program Reviews into CurricUNET is needed.

Notes from Electronic White Board:

Overview of Program Review Process

Program Description and Scope
Relationship to Ohlone College Mission, Values, and Goals

**Outcomes:** SLO, Student Achievement, Student Impact, Program

**Annual Program Improvement Objective(s)**

**Assessment Design**

**Action Plan:** Include (1) Specific tasks to be completed, (2) Primary Participants, (3) Timeline for completion

**Needed Resources:** Include budget and non budget items

Discussion: prioritizing will be done by the College Council based on meeting College goals, program outcomes, and program improvement objective(s). Key focus: promoting student success. Once priority is set, budget request will be sent to appropriate committee, e.g. new faculty position sent to Faculty Senate, IT requests sent to Technology Committee, etc.

**Implementation**

**Actual Assessment**

**Commendations/ Recommended Revisions needed for Improvements** (Gap Analysis)

*Assessment and gap analysis results in the completion of a NEW table which includes: outcomes (new, revised, or abandoned), annual program improvement objective(s) (new, revised, or abandoned), assessment design, action plan, and needed resources.

*The cycle will be a continuous “loop”.

*Can use commendations for annual state of college report.