

Proposed Updated Division Summary/Dean Feedback Process for AY20-21

Prepared by the Program Review Committee (PRC)

Presented at Academic Senate on 5/13 by Karin Spirn and Nadiyah Taylor

The PRC plans to update the Division Summary process, starting AY20-21. Rather than deans writing division summaries, these summaries will be written by the team of program review readers (including the Program Review Committee, possibly the SLO committee, volunteer readers and division deans) at the time of meeting in late fall semester. In the past, this meeting has resulted in a set of notes that the deans then rewrite as Division Summaries. With the new procedure, the Division Summary would be written AT the meeting.

This will have several effects:

- a. The dean will use the time saved from writing the summary to meet with representatives of all programs (who so desire) during Spring semester to discuss their program reviews. The deans can choose to meet with program representatives individually or in small groups of similar programs, depending on division size. This will allow deans to directly address concerns and needs discussed in the program reviews. The committee and deans felt this is a more valuable use of the deans' time and effort and will lead to greater satisfaction from the programs and greater likelihood of needs being met.
- b. The division summary that comes from the readers' team will be briefer and rougher than the one currently used--more bullet points than narrative--but it will also come out much earlier and therefore be of greater use to IPEC.