
Action Project

Institution: San Juan College
Submitted: 2008-08-25 **Contact:** Laurie Gruel
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Timeline:

Planned project kickoff date: 08-19-2008

Target completion date: 06-30-2010

Actual completion date: --

A. Give this Action Project a short title in 10 words or fewer:

Designing and Piloting a Program/Discipline Review Process at SJC

B. Describe this Action Project's goal in 100 words or fewer:

The goal of this action project is to ensure relevancy, currency, and quality of curriculum programs at SJC so that completers will be prepared to successfully enter the workforce or transfer to baccalaureate institutions.

C. Identify the single AQIP Category which the Action Project will most affect or impact:

Primary Category: Helping Students Learn

D. Describe briefly your institution's reasons for taking on this Action Project now -- why the project and its goals are high among your current priorities:

Sustaining continuous improvement in curriculum through a process that periodically reviews SJC's academic programs has been an on-going challenge. This ongoing challenge was identified in the April 2008 Systems Appraisal Feedback Report as both strategic issue (SJC must expand on the depth and breadth of data used for decision making) and in Category 1: Learning as an Opportunity for Improvement (1P8). The Learning Leadership Team formed a Program Review Task Force that investigated program review processes at other community colleges to determine which might be most suitable for adaptation at SJC. The team has designed a process of review for SJC that includes criteria for review; data to analyze, schedule of implementation, and a vehicle for carrying out the review process.

E. List the organizational areas - -institutional departments, programs, divisions, or units -- most affected by or involved in this Action Project:

The organizational areas most affected by, or involved in this project include Learning and Institutional Research and Planning. In addition, review teams for each program/discipline will be comprised of representation from faculty, administration, and advisory committee members. Vice President of Institutional Research and Planning will present a report to the Board of Trustees on findings of pilot review process with subsequent annual report on findings of each review cycle.

F. Name and describe briefly the key organizational process(es) that you expect this Action Project to change or improve:

The key organizational process this Action Project will change or improve is academic program/discipline review.

G. Explain the rationale for the length of time planned for this Action Project (from kickoff to target completion):

The review will be piloted in academic year 2008-09 with the intent of establishing an ongoing review cycle in which each program/discipline will be reviewed every three years with annual progress reports on improvement that each develops as a result of its review. Seven programs/disciplines have been indentified to participate in the pilot to be conducted August 2008-February 2009. The time frame for this Action Project allows for two cycles of deployment and process improvement.

H. Describe how you plan to monitor how successfully your efforts on this Action Project are progressing:

Progress will be monitored through the following activities: (1) Formation of review teams (11 members per team with representation from each school) for each program/discipline, (2) Review team recommendations and commendations reports submitted to Vice President of Learning, (3) Development of program/discipline improvement plan based on team recommendations, and (4) Annual progress report on improvements.

I. Describe the overall "outcome" measures or indicators that will tell you whether this Action Project has been a success or failure in achieving its goals:

Outcome measures include: (1) Curricula revised to ensure responsive to labor market demands and/or articulated with the curricula of institutions to which students intend to transfer, (2) Commendations and recommendations given to Vice President for Learning for continued improvement of reviewed programs/disciplines and (3) Student learning assessment is documented and being utilized for improvement purposes.

J. Other information (e.g., publicity, sponsor or champion, etc.):

The Vice Presidents of Learning and Institutional Research and Planning are the champions of the project.

K. Project Leader and contact person:

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