

Task Force on Academic Program Planning

Charge to the Task Force

The Task Force will receive an initial draft of the process developed by the Integrated Curriculum Committee; it will revise the process with the following in mind:

The process outlined in the document will

- focus on planning for the future; historical information is to be included only as it informs future action
- focus on data and not narrative.
- be simple, requiring the minimum amount of work necessary for effective planning
- culminate in a Memorandum of Understanding between the department and the Dean that will guide department actions over subsequent years
- involve annual updates that include annual learning assessment reports and updates on other actions identified in the MOU

To be addressed in developing next draft of the process

- The draft from the ICC includes an overwhelming amount of data. Aim to reduce the information required for departments' program planning report by 50%.
- Consider restricting narrative commentary on data exclusively to that included in the "Plan" portion of the report.
- Develop the structure and content of the MOU, and specify the nature of bilateral commitment it represents.
- Consult with Director of Institutional Research and Planning Jacqueline Nagasutka, and Director of Learning Assessment Sonya Hildreth

Task Force Membership

- Dean (or Designee if in close consultation with Dean) from each College
- Three faculty members, ideally one from each college, preferably department chairs who have led a department during preparation of a Program Review or Program Prioritization report.

Selection Process for Faculty

- 1) Deans will identify interested faculty members willing to serve.
- 2) From among those identified, Task Force members will be selected at the September 16 meeting of the Department Chairs.

Timeline

The revised draft proposing the new Program Planning process will be completed by the beginning of November. At that time, it will be distributed for comment widely: to the ICC, Department Chairs, the Academic Senate, Institutional Research.

The revised proposal will be submitted to the Academic Senate for a first reading at the December 7 Senate meeting.