

Program Planning Workshop

Office of Undergraduate Studies
J. Rhee, Fall 2013

AGENDA

- Welcome, Introductions
- New UGS Websites
- New Email for Program Planning
- Components of Program Review
- Program Plan
- GE Program Review
- Program Planning Process
- Questions

New Email for Program Planning

programplanning@sjsu.edu

Please cc this email on all report submissions and important correspondence with dean and external evaluator.

Components of Program Review

(see Program Planning website for templates, guidelines, and Senate policies)

- Program Plan
 - Senate policy F03-4
- GE Program Review
 - Senate policy S09-2
- Certificates
 - Senate policy S13-10, download from PP website

Program Plan - Summary of Progress, Changes, and Actions

1. Find prior Letter to the Provost from Program Records website - read recommendations from the committee.
2. Describe:
 - a. Progress on recommendations
 - b. Changes in department since last review
 - c. Actions taken since last review and their effect

Program Plan - Assessment

(see Assessment webpage)

1. Program Learning Objectives/Outcomes
2. Map to University Learning Goals
3. Matrix of PLOs to courses
4. Assessment Data (PLOs, student experience, benchmarking, if applicable)
5. Assessment Results
6. Placement of Grads (contact IEA for survey help, Career Center website, LinkedIn)

Program Plan - Required Data

1. Email Sutee Sujitparapitaya for official RDEs
 - a. Additional data at www.iea.sjsu.edu if desired
2. Enrollment, retention, graduation rates, graduates
3. Headcount in sections
4. FTES, Induced load matrix
5. FTEF, SFR, Percentage T/TT faculty
 - Compare to college/university averages and university targets, if applicable.
 - Feel free to add department-specific data/analysis

Program Plan - Department Action Plan

List action items for department plan (until next review) based on results of program review

GE Program Review

- Recommend separate appendix in program plan or standalone document
 - Not subject to 25-pg limit
1. Part I: 2-pg summary, reflection, and assessment schedule
 2. Part II: sample greensheet, 2-pg assessment report
 3. Appendix: Annual course assessment forms

Program Planning Process

- Department completes Program Plan
- Dean's approval of Program Plan
- External Review and Rebuttals (if any)
- Program Planning Committee Review
- Action Plan and Meeting with Provost
- Action Plan Follow-up in Annual Assessment