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Sent: Thursday, October 17, 2024 2:59 PM
To: Hai Hoang <hhoang@sdccd.edu>
Cc: Dina Miyoshi <dmiyoshi@sdccd.edu>; Lorenze Legaspi <llegaspi@sdccd.edu>; Erika Higginbotham <ehigginb@sdccd.edu>
Subject: Year 3 Program Review Cycle: Key Information and Resources

Sent on Behalf of Program Review Steering Committee Co-Chairs

Dear Lead Writers, Department Chairs, and Managers,

We wanted to update you on the current stage of our program review cycle. As you know, ACCJC requires us to maintain a systematic process for discussing outcomes as part of closing the loop. To support this, the committee has included a key question that can be used as evidence of this process. In contrast to previous cycles where multiple questions focused on outcomes, the committee aimed to reduce redundancy and avoid duplicating efforts for DOCs and Lead Writers.

Timeline: Please note that the "Resource Request Draft" is due alongside the rest of your Program Review on **December 3 at noon** (not at midnight).

As we are now in **year 3** of 4 (the update year) for the **2024/2025 cycle**, here are the sections to complete this year:

1. **Summary and Reflection > Mid-Cycle Update Year 3**

- o Update the "Mid-Cycle Updates - Year 3 Updates (2024/2025)" under the Summary and Reflection section. For screenshot instructions, please see slide 27 here.

- o Two important notes under the "Mid-Cycle Updates - Year 3 Updates (2024/2025)" section:

  - For the second question about Data Reflection, please include a summary of discussions about the unit's learning outcomes assessment results, as well as any observed trends and equity gaps from 2023-2024. (Note: *Department Outcomes Coordinators (DOCs) lead department-wide discussions on outcomes data during the "Outcomes Across Campus" event and may assist with this section*.)
  - The third question about Outcomes has been revised. This is where you will assess the unit's outcomes process and discuss how it aligns with unit goals, action plans, and resource requests for 2023-2024. (*Note: Additional guidance is located in the "Making Connections" flowchart on the right-hand side of your screen in Nuventive. It is recommended that DOCs and Lead Writers work together on this item).*

- o Additional resources are provided within Nuventive on the right panel to support your response to these questions.

2. **Unit Goals, Action Plans, & Updates**:

- o Create new unit goals as needed, ensuring they reflect your program's current status. For screenshot instructions, [please see slide 29 here](#).
    - If submitting new goals, ensure they align with the Mesa 2030 Strategic Objectives.

- o Submit updates to your existing unit goals.
    - Ensure that each unit goal has an action plan. If not, create action plans and provide updates on progress toward each goal.
    - For previously set action plans, submit updates.

3. **Resource Needs (Optional)**:

    - o Two ways to submit your resource needs:

        - Copy previously submitted resource requests (so that you won't need to start from scratch). Once a copy is made, you can edit and update the request with current information. For screenshot instructions, [please see slide 32 here](#).
        - Submit new resource requests (if needed). For screenshot instructions, [please see slide 33](#) here.
        - Make sure to align your requests with your unit goals, action plans, and Mesa 2030 Strategic Objectives.

    - o You can now view prioritization scores from resource committees for past submissions. For screenshot instructions, [please see slide 31 here](#).

    - o Given the feedback received, a new question has been added to help confirm that resource needs have been discussed within the area (Yes/No question)

We have many resources to support you with our program review process. Additionally, Nuventive offers resources to assist you in completing your program review this year.

- [Program Review Timeline](#)
- [Program Review Handbook](#)
- [Committee Rubrics](#)
- [Fall 2024 Training Schedule](#)
- [Previously Recorded Training Sessions](#)
- [YouTube Nuventive Training Playlist](#)

If you have any additional questions, please reach out to:

- Erika Higginbotham (ehigginb@sdccd.edu) for **Student Services support**
- Dina Miyoshi (dmiyoshi@sdccd.edu) for **Instructional Faculty support**
- Hai Hoang (hhoang@sdccd.edu) for general **Program Review support**
- Liza Rabinovich (erabinovich@sdccd.edu) for general **Program Review and Nuventive support**
- Isabel O'Connor (ionconor@sdccd.edu) and Andrew Hoffman (ahoffman@sdccd.edu) for **FHP Request support**
- Lorenze Legaspi (llegaspi@sdccd.edu) for **CHP and BARC Request support**

In addition to the trainings and resources provided above, reach out to Liza (erabinovich@sdccd.edu) if you would like to set up a time to meet one-on-one.

As always, reach out with any additional questions! Thank you.

Dina, Erika, Hai, Liza, and Lorenze