Participatory Governance Committee

Goal setting and Assessment

Santa Ana College

2021-2022

Committee/Subcommittee: Program Review Committee Reporting Committee: Institutional Effectiveness & Assessment

In accordance with our Participatory Governance Handbook:

At the start of each academic year, participatory governance committees are to set attainable and measurable goals, which are then reviewed and assessed at the end of the academic year. Participatory governance committees shall adhere to accreditation standards as they relate to the specific charge of the committee and maintenance of adequate records (meeting minutes).

Assessment of these goals are reported to College Council each year.

Once approved, goals are to be posted to the respective committee webpages. Goals should be assessed and outcomes presented to the respective reporting committee at the end of each academic year. Reporting committees will provide an outcome summary to College Council at the end of the Spring semester.

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|  | **Goal** | **Activities** | **Measurable Outcome and Method of Assessment** | **Link to Committee, College Strategic Goal, or other College Plan Goal** | **Completion Date** | **Outcome *(to be completed at end of Spring semester)*** |
| ***Ex.*** | *Marketing; Improve communication to campus community regarding college center services* | *- Create and distribute weekly e-blast to students and faculty**- Update webpage**- Develop marketing plan* | *- Number of hits/clicks on webpage**- Change in number of students served**- Increase in student satisfaction with center services* | *Student Equity Plan 2019-2022; Increase student retention* | *Spring 2022* |  |
| **1** | Ensure that the program meets its stated mission and addresses the strategic directions of the college | Fall:-Provide multiple drop in session in October (staffed by PR committee member and research analyst)-PD week workshopSpring:-PD week workshop for those with a 2022 4-year due date-PD week workshop for those with presentations in Spring (covering expectations and closing the assessment cycle) | Tracking of attendance through PD Gateway and Surveys to attendees |  | June 2022 |  |
| **2** | Ensure that the program meets its stated mission and addresses the strategic directions of the college | -Remove outdated Program Review websites and instances-Back up data on H Drive | Old websites are backed up, and then removed. New program review site fully functional and cohesive. Survey faculty/staff about new website usefulness. Ask about website during spring presentations. |  | Spring 2022 |  |
| **3** | Develop a meaningful system for collection and reflection of learning assessments and other effectiveness measures &Identify and address trends, concern, and difficulties  | -Collaborate with Research Department to create an onboarding program review site for faculty/staff.-Create a system for providing programs/SA’s with initial data packet in Fall.-Align Program Committee work with IE&A goals related to research and transition to new department director and research tool. (Power BI) | Website would be up and running. Website would be communicated to all faculty and staff. Used during fall training and new faculty institute.-Communicate Program and Assessment research needs and make results readily available to departments.  |  | June 2022 |  |
| **4** | Recognize and celebrate achievements and successes&Provide quality programs through peer review and self-evaluation  | Assess the Program Review Committee areas:- template- rubric - presentation- processes that contribute to the closing of the assessment cycle. | Updates to PR form, template, presentation format are all noted and discussed with committee and IE&A.Presentations with programs/service areas will be asked about their previous PR experience. |  | June 2022 |  |
| **5** | Address and fulfill accreditation requirements | - Assist areas with accreditation | Update website and provide examples |  | Spring 2022 |  |

**Goals** should be:
- *Specific* (clear and concise),
- *Measurable* (how would success be measured or assessed?),
*- Achievable* (challenging, but possible),
- *Relevant* (goal fits within the (sub) committee or strategic goals of the college),
- *Time-bound* (attainable within a reasonable time-frame).

**Activities** are products (e.g., workshops, trainings, etc.) designed to help accomplish goals.

**Outcomes** are measurable aspects of the activities (e.g., creation of documents/reports, updating webpages, etc.)