
From: Perez, Monte E.

Sent: Tuesday, April 08, 2014 2:19 PM

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Subject: SS Task Force for Program Review Spring 2014 to Spring 2015

Dear Diana, Larry, Dennis, Mary Lou, Monica, and Michong:

One of the major recommendations for Student Services by the Accreditation Team was to insure the Division has a sustainable program review process that would implement goals, assess results, implement improvements based on those results and evaluate the effectiveness of the improvements. The ACCJC wants Student Services to perform these tasks with the intention to improve student learning outcomes and student achievement (e.g. persistence, student success etc.).

For the progress report the campus discussed the annual program review update that was done last fall and the results that were assessed and improvements planned. In addition SS promised to have comprehensive program reviews in 6 areas done Spring 2014.

To that end SS will sponsor a training for ALL SS staff April 17 from 9 a.m. to 1 p.m. to insure all staff know not only how to conduct program reviews by WHY and how it aligns with student learning outcomes and student achievement.

Dr. Matthew Lee will do the training. It is mandatory you all attend.

In order to sustain this effort from Spring 2014 to 2015 I am establishing a SS Task Force that will assist SS staff to conduct program reviews, assess results, initiate improvements, evaluate improvements and formulate future improvements in each of their areas.

The task force will also be:

1. mentors
2. coaches
3. experts
4. problem solvers
5. trainers as needed
6. liaison to the Student Support Services Committee (SSSC) under shared governance
7. liaison to the Vice President of Student Services

I would like you to be part of this task force. The college is prepared to compensate you for this work with release time or stipends, whichever works for you.

Please let me know if you will provide this commitment. I envision it to be 5 hours a week. The College would be most grateful for your assistance and expertise.

Thanks

Dr. Perez