

From: Chris Vitelli **Sent:** Tuesday, March 26, 2013 3:12 PM **To:** Adrienne Seegers; Chris Vitelli; Darren Holman; Donald Smith; Erik Andal; Gene Womble; Ida Ponder; Jason Romano; Jeff Tolhurst; Judy Reiman; Kandee Aiton; Kath Christensen; Katherine Schultz; Kathy Sullivan; Linda Cross; Lonnie Blansit; Melissa Colon; Michael Hill; Randy Barton; Shane Warner; Sylvia Watterson; Tom Hofstra; Vickie Garrett **Cc:** Leslie Buckalew; John Leamy; Raelene Juarez; Cari Craven **Subject:** VERY IMPORTANT - Program Review and Unit Planning

CTE Division:

The end of the semester is quickly approaching and the urgency to address Program Review and Unit Planning has never been greater. With the College still on “warning status” for Accreditation, it is imperative that we close the loop on Program Review and Unit Planning before the semester ends.

In the fall term, you were all asked to complete Program Review with the new integrated PR Tool. When asked for feedback, the most common concerns (and frustrations) with the new tool were:

1. No comprehensive view of the report or the ability to printout
2. The data was not included in the tool
3. The tool was not intuitive or definitive in its requests
4. The tool was not truly integrated with Unit Planning and SLO’s

The good news: We have addressed all of these concerns with the development a comprehensive form tool that combines program review and unit planning into a single easy-to-use document. Per the feedback received, efforts have been made to address and to simplify the process and format and integrate all the components vital to getting our College off warning status. We need *your* **help and cooperation to complete the cycle—our College’s Accreditation status depends on it!**

The plan:

1. We’ll hold a Division meeting next week on Friday, March 29 (calendar invite to follow with details), to:
 - a. Review the new comprehensive view of your Program Review
 - b. Discuss the components that still need your input and feedback (with the goal of “simple and straightforward”)
 - c. Discuss the timeline and resources to finalize your Program Review and Unit Planning
2. Complete the Program Review and Unit Planning cycle by the end of the semester (again, our Accreditation status depends on completing this cycle)

Note: If you have already completed the current year’s PR, everything applicable will be brought forward into this comprehensive form. You’ll be supplying the missing “bits” as would have been done anyway for unit planning.

Thank you in advance for your cooperation. We will make this as seamless as possible, but it will take a unified effort to complete the cycle. I am confident that our hard work now will pay off when the Accreditation Team returns next fall. I look forward to our meeting next week. Regards,
Chris

Chris Vitelli
Dean of Career Technical Education and Economic Development
Columbia College
11600 Columbia College Drive
Sonora, CA 95370
209-588-5142
vitellic@yosemite.edu