

**From:** [Pat Hernas](#)  
**To:** [Christopher Zilg](#); [Daniel Peck](#); [Daniel Sanidad](#); [Kathy Henderson](#); [Lynn Dellaporta](#); [Phillip Hawkins](#); [Sarah Randle](#); [Scott Brunson](#); [Yolanda Coleman](#)  
**Cc:** [Heather Rothenberg](#)  
**Subject:** DRAFT PR KICK OFF MSG: Fall 2012 Program Review Goes Online!  
**Date:** Friday, October 12, 2012 9:26:40 AM

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Hi Committee,  
How does this email sound? Please edit away and return to me. Thanks.

See many of you today in TC1 at 10:30.  
/Pat

Dear Department Chairs:

This year our program review process goes online! So far the response from our beta-training sessions has been a big thumbs up for ease of use, clarity of screen layout, and user-friendly instruction booklets. The Program Review Committee is very excited to be bringing this enhanced process to the college.

We encourage everyone to attend one of the training sessions listed at the end of this email. During training you will receive an instruction booklet, be given an orientation to the application and tips for completing it, and then proceed to work on your program review document. Many of you will complete the entire thing during training – and have individual help by committee members!

Our goal is to stop emailing large documents back and forth. With this in mind the following links will be useful to you. (Both of these links are accessible from both on and off campus):

- 2011-12 Program Review document can be found here:  
<http://insidemission.wvm.edu/mc/committees/programReview/documents/index.php?dir=PR%20Completed%20Forms/>
- data set including information on college enrollment, success & retention, and curriculum will be posted here:  
<http://missioncollege.edu/research/data2.html#ProgramData>

Many groups across campus will use information from the Program Review document: Curriculum Committee, CBAC, and Institutional Effectiveness Committee to name just a few of the groups. Because of this it is very important that your program has well-informed advocates. In order to ensure this the Program Review Committee has implemented a smoother approval process built into the application. The timetable for Fall 2012 is:

**October 15, 2012 – Kick-Off**

**November 30, 2012 – Final Program Review documents completed in the application**

**December 14, 2012 – 1<sup>st</sup> level approval**

**January 15, 2013 – 2<sup>nd</sup> level approval**

**January 29, 2013 – Final level approval**

If you have questions, please contact your Program Review Committee representative or Pat

Hernas. We hope to see you at one of our training session.

All training sessions will be held in TC1:

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Every Tuesday from October 16 – November 27<sup>th</sup>: 2:00-4:00pm

Every Wednesday from October 17 – November 14; also November 28<sup>th</sup>: 2:00 – 4:00

Friday, October 26<sup>th</sup>: 10:00 – 12:00

Friday, November 9, 10:00 – 12:00

Program Review Committee:

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Language Arts: Kathy Henderson

Liberal Studies: Phil Hawkins,

Applied Science: Scott Brunson, Lynn Dellaporta

Business/Technology: Chris Zilg

Math & Science: Open

Student Services: Sarah Randle

Administration: Dan Sanidad

Chair: Pat Hernas