Joint Instruction/Senate Task Force on Reductions and Discontinuance of Programs
Meeting Notes
July 27, 2011

DRAFT (amended)

The task force settled on the list of programs for inclusion in this matrix: Any different course designator, even if it is not an official/approved program. That is, those courses with a designator, which may be a single course or only a 2 course sequence.

Rick handed out a sample graph, without any departments listed, separated by binning. The task force discussed the merits of this type of binning vs separation by standard deviation. We determined that the matrix should be formed with the middle of the point spread as the benchmark, and 2 standard deviation points above and below. Then each would break down further to a quarter. Eg: Program A is ¾ SD above, program B is ½ SD above, program C is ¼ SD above, and the same in reverse (1/4 SD below, etc).

The task force also decided on using a point scale of 1 – 200. (to allow for a wider spread)

Criteria 1: Efficiency (45% \(\rightarrow\) 90 points)
The task force focused on the Efficiency measures in the determination above with the spread. This criterion has proved easiest to measure precisely. The three metrics:

- WSCH/FTEF (20% \(\rightarrow\) 40 points)
- Fiscal (20% \(\rightarrow\) 40 points)
- Fill rate (5% \(\rightarrow\) 10 points)

The task force also discussed both Criteria 2 (Core Mission) and Criteria 3 (Student Success).

Criteria 2: Core mission (20% \(\rightarrow\) 40 points)
As we discussed the different needs of transfer/basic skills and CTE further, it became apparent the two should be separated out with slightly different metrics. The agreed upon metrics were as follows (based on the previous 5 years) along with proposed point allocations: *we looked at CTE data, & indicators from CEED (Rick)*

Transfer/Basic Skills (20% \(\rightarrow\) 40 points total, categories combined):

- % of scheduled courses that fall within the major/model program core or restricted core, and out-of-discipline prerequisites OR Basic Skills [Dale will send a report to Rick from Curricunet]
- % of courses that fulfill specific IGETC or CSUGE requirements

That is, there are two possible groupings:

1) Core, Restricted, CSUGE/IGETC/Basic Skills
2) All other courses
Only those in category #1 contribute to the % of courses that count toward points in this category.

**CTE (40 points total / 3 separate categories):**
- % of scheduled courses required for the degree or certificates and/or out-of-discipline prerequisites OR Basic Skills. (10 points)
- Job placement in the field (based on Leaver/Completer data) (20 points)
- % of students awarded the certificate or degrees in that field (10 points)

**NOTE:** Each student is counted only once per program, regardless of the number of certificates and degrees awarded.

**Criteria 3: Student Success (20% → 40 points)**

The task force grappled with these sections metrics, particularly for awarding points for SLO and Assessment completion. Since the Faculty Senate had previously indicated a preference for including SLOs/Assessment in this category along with completion and success data, and the Instructional Administrators all had previously concurred, the task force felt it was important to honor that preference and determine the best possible metrics and allocation of points. As a result, points will be awarded for completing all degree, certificate and course SLOs.

- Course Success (10% → 20 points)
- Course completion (5% → 10 points)
- SLOs (evidence: SLO tracking by Office of Instruction) (5% → 10 points)

The task force agreed that given the level of precision of the efficiency metrics, and the difficulty of meeting that level of precision for the student success measures, that we will recommend shifting 5% of the points from Criteria 3 (Student Success) to Criteria 1 (Efficiency).

**New recommended weighting:**
- 45% - Efficiency
- 20% - Core mission
- 20% - Student Success
- 10% - Access
- 5% - Community

**Actions for next meeting:**
Renee – Instruct Dale to send list of core/restricted courses and prerequisites to Rick.
Rick - prepare mock up graphs testing the metrics for Criteria 1 – 3
Create efficiency graph using SD both with/without combined weighted score;
Graphs for CTE degrees & certs; graphs for core/restricted courses & prerequisites for CTE & Transfer; graphs for SCU/IGETC for transfer.

**Next meeting:** Friday, July 29, 2:30 – 4:30 – discuss criteria #4 & 5