

Instructional Support Program Review Committee
Reports to North Seattle College Executive Team

January 14, 2020

https://canvas.seattlecolleges.edu/courses/11953/pages/report-to-executive-team-jan-14-2020?module_item_id=200989

The Instructional Support Program Review (ISPR) committee convened its first meeting Nov 20, 2019, shortly after being identified as a working body by the Executive Team. The ISPR committee meets monthly and has held three meetings to date.

Accomplishments:

- Finalized Instructional Support Program Review form Links to an external site.
- Drafted plan for communicating ISPR Committee work to the larger campus community (see ask below)
- Identified Instructional Support areas for Spring 2020 program review
- DRAFT Instructional Support Program Review Presentation Schedule Links to an external site.

Next steps:

- Draft ISPR units' review (complete ISPR form) and presentation process
- Determine need for a Canvas course to track ISPR unit reports/presentations, & committee work
- Identify units (departments or divisions) to report in Fall 2020 & Winter 2021
- Determine need for/draft ISPR Committee Bylaws
- Determine need for/draft Annual Work Team Implementation Plan form blank

Questions and asks to the E-Team:

- Confirm that ISPR committee reports to E-Team
- Confirm date range of review cycle (2019-2021? 2017-2020?)
- Communicating ISPR committee work to campus community
- ISPR committee present to College Council
- President or ALO (VPI) send introductory message to campus
- Draft should include reference to how current process connects to ISPR process of 2017
- ISPR committee work with unit (departments, divisions) heads around communication and presentation scheduling; unit heads communicate with their respective areas

February 16, 2021

https://canvas.seattlecolleges.edu/courses/11953/pages/report-to-executive-team-feb-16-2021?module_item_id=200990

The Instructional Support Program Review (ISPR) committee first convened Nov 20, 2019, after being identified as a working body by the Executive Team. The ISPR committee meets monthly.

Accomplishments:

Seven departments have completed and presented their reviews to the ISPR committee. Feedback from the committee has been shared with presenters. Reports, presentations, and process support materials can be found on the ISPR Canvas course. Presentations to date include:

- Spring 2020
 - Continuing Education
 - Financial Aid
 - LETS (Library, eLearning, Teaching & Learning Center, Student Media Center)
 - Office of Institutional Effectiveness
- Fall 2020
 - Office of Equity, Diversity, & Inclusion
 - Student Learning Center
 - Workforce Education

Three departments are identified to complete and present their reviews for Winter 2021:

- Grants (President's Office)
- Security (Administrative Services)
- Student Life (Student Services) - tentative

A process for instructional support areas to conduct program review has been established and continues to be refined.

In process: deployment and collection of a feedback form to presenting departments on their experience of the program review process

An ISPR webpage has been created <https://northseattle.edu/committees/instructional-support-program-review-committee>

In November 2020, Aryana Bates completed one year of chairing the ISPR committee and Christy Isaacson agreed to step into the role for 2020-2021.

Requests to the E-Team:

There is an ongoing need for an Administrative Services representative on the committee

Department needs identified to date:

Spring 2020

- Continuing Education
 - Training/professional development for CE instructors
 - Sustain current staffing to manage the evaluation process
 - Financial Aid
 - Referral process
 - Sustain current use of UA registration block, reminder emails, and use of “good job” letter
- LETS (Library, eLearning, Teaching & Learning Center, Student Media Center)
 - Library: Reference - a 5th librarian; Circulation - Either increase current PT classified to FT or hire another PT classified
 - ELearning: A Director, which will help to expand the capacity of the Instructional Designer
 - Teaching and Learning Center (TLC): More stipend funding for faculty
 - Student Media Center (SMC): Full work team - PT help from a Library staff person; PT help from other faculty (e.g. like SLC and TLC); PT non - student hourly
- Office of Institutional Effectiveness
 - Means to access SPSS remotely
 - Sustain current staffing levels of 2.0 FTEs, Survey Monkey and SPSS licenses

Fall 2020

- Office of Equity, Diversity, & Inclusion
 - Sustain full time staff time, and maintain full staffing with an Associate Director, Office Assistant III, Pathways Navigator and EDI Navigator
 - Maintain Equity and Welcome Center budget in order to continue to staff our EDI Ambassador to Clear Sky UNEA Student Hourly
- Student Learning Center
 - Accounting & Business Learning Center: increase awareness about ABLC support services among Workforce Instruction faculty
 - Math & Science Learning Center: develop and implement new strategies more directly focused on serving under-represented student populations in STEM education
 - Page One Writing Center: coordinators will maintain open communication with English and Social Sciences faculty to continue to build course content and develop ENGL 197-specific assessment tools
 - Student Learning Center Workshops – no needs in this area
- Workforce Education - Funding to train multiple employees in the use of Formstack

February 15, 2022 ISPR Report – See separate pdf

https://canvas.seattlecolleges.edu/courses/11953/files/11746142?module_item_id=200991