From: Pam Eddinger
To: Corey Wendt; Lisa Miller;
cc: Ed Knudson; Iris Ingram; Riley Dwyer; Lisa Putnam; Pam Eddinger;
Subject: Memorandum: Request to EdCAP on Elimination of September Program Plan Revision
Date: Tuesday, April 19, 2011 1:42:55 PM

Memorandum

To: Corey Wendt, Lisa Miller, EdCAP Co-Chairs
Fr: Pam Eddinger, College President
Dt: April 19, 2011
Sbj: Request for Elimination of September Revision of Program Plans

This is the 8th year in the development of the College's Program Planning process. With each iteration of annual planning, we have found greater clarity and purpose in examining our programs. I am writing today to ask that we further refine our process by eliminating "September Revision" from our planning calendar.

Annually, all programs submit their Final Program Plan on March 15th. We have full collaboration and compliance to that effect. In years past, we allow for a "September Revision," which is essentially a second submission of a Final Program Plan. This was meant to document major changes that occur over the summer, such as faculty resignations. Overtime, some programs have taken advantage of this second deadline to change various pieces of information in their plans.

This additional program plan submission, though time-consuming, was not problematic until we implemented a Program Evaluation phase four years ago. The EVP, VP of Business, Deans, Faculty and Senate President come together to evaluate the programs in April and May, after plans are finalized in mid-March. Any alteration done between the March evaluation and the "September Revision" falls outside the baseline snapshot taken of the College as a whole during the evaluation phase. This makes for anomalies and exceptions that distract from the overall process.

In making this request to discontinue the "September Revision," I consulted the Office of Institutional Research to gauge the significance of the changes commonly submitted in September. Substantive changes were rare.
Should we decide to eliminate the "September Revision," and a substantive change occurs, we can easily address them on an emergency, case-by-case basis without disrupting the original process.

In the interest of crafting a process that has a more contained timeframe, greater clarity, and frankly, less paperwork, I ask that EdCAP consider removing "September Revision" from its planning calendar beginning September 2011. Further, I ask that EdCAP monitor the effect of this action for a period of two years, and validate the efficacy of the decision at the end of that time.

Thank you for your service.