

November 30, 2005

To: PCC Faculty

Fr: PCC Deans of Instruction, Reine Thomas, Scott Huff, Barb VanAmerongon

Re: Status of PCC Academic Planning Process

The intent of this communication is to share information about our work toward establishing a new academic planning process at PCC. You have recently received a communication from Karen Jolly, EAC Chair, about this topic as well, since we have been working with faculty and division dean representatives since August with the collective goal of improving this process in a transparent manner.

As you may remember, it was about this time last year that we received the campus presidents' charge to design a district-wide academic planning process. Weeks thereafter, the statewide fiscal-legislative environment demanded that we move from the design-phase of a planning process to an immediate budget reduction process.

Debriefing that experience this summer influenced our desire for a more inclusive, systematic academic planning process -- one which has been encouraged by the Education Advisory Council, and in particular, EAC leaders Karen Jolly, Susanne Christopher, Porter Raper, Kendra Cawley, Mary Severson, Vicky Charlston; division deans Steve Ward, Rick Aman, Larry Clausen, Margie Fyfield; and Vice-president for Academic and Student Affairs, Nan Poppe.

Two of the important lessons we learned last year include our need to communicate more clearly about the academic planning process and to facilitate more collaboration on the collection, review and interpretation of information used.

To that end, we will establish an Academic Planning web-page (<http://www.pcc.edu/resources/academic/>) by December 15th, where you will find graphic representations of the 'big picture' academic planning process, a flow-chart of the desired planning process as it relates to current programs and disciplines, and other related communications and information.

Additionally, one of the first things we'd like to do is establish an annual review of institutional data by subject area committees (SACs) and SAC administrative support managers. The intent of this annual review of data is to allow faculty and administration to mutually view and discuss on a regular, ongoing basis, the program data that is collected by our Office for Institutional Effectiveness.

Of course, we fully recognize that the 'numbers' collected at the institutional level do not tell the whole story about programs and disciplines. We recognize the need for additional indicators including program demand, alignment with the college mission, program success, and community connections, to mention a few. In fact, these are critical elements of academic planning for the future.

That said, our hope right now is simply to start the conversation this year by asking faculty to review the institutional data and provide feedback to their SAC administrative support person regarding data accuracy and anomalies.

The institutional data that has been selected for review this year is listed below and is attached to this e-mail and will be available on the Academic Planning web-page (<http://www.pcc.edu/resources/academic>).

Enrollment

- Student enrollments
- Student FTE (SFTE - student full-time equivalency)

Efficiency and Faculty Infrastructure

- Student enrollments per CRN
- Total Instructor FTE (IFTE - instructor full-time equivalency)
- Full-time Instructor FTE (FT IFTE)
- Student FTE divided by Total Instructor FTE
- Student FTE divided by Full-time Instructor FTE

Hopefully, in future years, this annual review and conversation about institutional data will be conducted regularly during fall term. Our goal is to eventually improve the temporal alignment of our various planning and budgeting processes. For example, the deans of instruction are presently studying the data to better understand the current balance of full-time faculty 'infrastructure' across the district as we review the various requests for advancing new faculty positions and filling existing faculty positions for the 06-07 academic year.

We will continue to communicate with you throughout the year regarding our efforts in regard to this Academic Planning endeavor, and we will continue to work with the EAC faculty and division dean leaders serving on the Academic Planning Taskforce in order to enhance the lines of communication, improve the information flow, and develop a more inclusive process.

For now, please review the attached institutional data with your SAC administrative support and provide feedback, as stated earlier, regarding data accuracy and anomalies. By the same token, if we have questions about the data, we will certainly ask SACs and SAC administrative support folks for further information.

Thanks in advance for your participation in this ongoing effort.

Reine Thomas
Dean for Instruction
Rock Creek Campus
Portland Community College
Phone: 503.614.7555
Fax: 503.614.7077
rthomas@pcc.edu