

To: PCC Faculty

From: Faculty Members of the EAC Leadership Team  
Karen Jolly, Kendra Cawley, Vicky Charlston, Susanne Christopher, Porter Raper

Date: November 28, 2005

Subject: Program/Discipline Academic Planning Process

We wanted to let you know about an improved procedure for Program/Discipline Academic Planning will begin this year. This message is to provide you with a *heads up* of what this means to you, the faculty of PCC.

It is important that PCC evaluate the relevance, health, and effectiveness of each program and discipline on a regular basis to maintain the total quality (classes, program mix, etc.) that the Portland Metro community demands and reflects our commitment to the PCC mission. This has been done very informally in the past. Last fall (2004) the Deans of Instruction, along with the Vice President of Academic and Student Affairs (VPASA), were charged by the President's Cabinet to undertake the task of Academic Planning. They barely started when the news of the budget shortfall hit PCC. That process immediately focused on finding a way to meet the expected shortfall, shifting the focus to budget reductions.

After the budget process was completed last year, Nan Poppe, VPASA, convened an academic planning taskforce to review the Program/Discipline Academic Planning Process and recommend a process that was inclusive and transparent. That taskforce consisted of the EAC Leaders (listed above plus Mary Severson), the Division Deans from the EAC (Larry Clausen, Margie Fyfield, Steve Ward, and Rick Aman), the Deans of Instruction (DOIs) from all three campuses (Scott Huff, Reine Thomas, and Barb Vanamerongen), and Nan Poppe. In September and October the full EAC reviewed the process for use this academic year.

Later this week you will hear from the Deans of Instruction about this process. We'd like you to understand the following:

- This is the first year of implementation. It will not be perfect, but the lines of communication will be opened as part of this inclusive process.
- We believe this is an improvement over the first process that was used last year.
- The Academic Planning Taskforce will continue to meet this year for feedback, reflection, and improvement of the process.
- This process is intended to be transparent.
- The DOIs will present a brief update at each EAC meeting.

We encourage your cooperation in this first effort for a more inclusive process. Please feel free to contact me or other members of the taskforce with your comments and suggestions. We need to have your feedback; this process needs to work for you as well as PCC managers.

Karen Jolly, Instructor  
Computer Applications/Office Systems  
Chair, Educational Advisory Council  
Portland Community College  
503.977.4079