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Department & Program Review – Part I:

Overview and DPR Plan



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The What & Why of Assessment

Foundational Principles

- Meeting our Mission
- Continuous Improvement
- Provides Focus
- Inclusive

Foundational Principles

And, oh – there's the:
Accreditation Factor!

Foundational Principles

COCC Plan, Goals & Improvements



Division Plan, Goals & Improvements



Unit Plan, Goals & Improvements



Department Plan, Goals & Improvements

Foundational Principles

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Unit Plan, Goals & Improvements



Department Plan, Goals & Improvements



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DPR Overview

DPR Overview

Plan (three to five years)

- Part 1: Mission
- Part 2: Strategic Plan Connection
- Part 3: Goals
- Part 4: Activities
- Part 5: Data

Report (annual)

- Part 5: Data Findings
- Part 6: Analysis
- Part 7: Action Plan

DPR Overview





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Breaking it Down: Mission (DPR Part 1)

Mission Statement

- Aligns with Division mission
- Includes the who, what and why
- Long-lasting (+/- ten years)
- Provides long-term focus for the department
- Realistic
- Lay language
- Succinct: 25 words or less!

Examples

XYZ's IT Department recommends, implements, and maintains technologies to support a high-quality learning and work environment for our students and employees.

XYZ college's Physical Plant team creates and supports a safe and well-maintained campus and provides the highest quality service.

XYZ's Fiscal Management Office is a collaborative partner to the college community, serving as a steward of financial assets and supporting employees with budget management needs.

Partner Up!

- Aligns with Division mission
- Includes the who, what and why
- Long-lasting (+/- ten years)
- Provides long-term focus for the department
- Realistic
- Lay language
- Succinct: 25 words or less!



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Breaking it Down: Strategic Plan Connection (DPR Part 2)

Strategic Plan Connection

Pop Quiz!

COCC Strategic Plan

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Strategic Plan Connection

Choose 1 – 3 strategic plan goals that
most closely align with your
department's work.

No more, no less.

Strategic Plan Connection

Student-Ready College

Access

Community Engagement

Workforce Development

College Sustainability

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Breaking it Down: Department Goals (DPR Part 3)

Goals vs. Outcomes

	Goals	Outcomes
Provides focus for the shorter term (3 – 5 years)	✓	✓
Focuses on continuous improvement	✓	✓
Achievable	✓	✓
Measurable	✓	✓
Orientation	Service	Learning
Language	Active or process focus	Bloom's Taxonomy

Goals vs. Outcomes: Definition

Goal: Describes *what* your department wants to achieve within a specific timeframe. Often are service-oriented.

Outcome: What you want your customer to know, think or do as a result of your work.

Goals vs. Outcomes: Examples

Goal: Provide accurately and timely reports to college administrators.

Outcome: College administrators will have the financial information needed to make operational and strategic decisions.

Goals vs. Outcomes: Examples

Goal: Provide employees with ready access to professional development opportunities.

Outcome: Employees will express that professional development opportunities meet or exceeds expectations.

Goals vs. Outcomes

And the best part?

You get to pick.

What has the most meaning for your department?



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Breaking it Down: Activities (DPR Part 4)

Activities

- Aligns with goals.
- The “things” you will do to achieve your goal.
- Checklist item. When done, it’s done (although its impact or action may continue).
- Not an exhaustive list!
- Shorter focus, achievable in one to two years.



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Breaking it Down: Measurement (DPR Part 5)

Data and Targets

- Measures goals
- Accessible
- Valid
- Effective
- Simple
- Timing

Data and Targets

- What you are going to measure
- Intended target
- When you are going to measure it
- Using what tool

Data and Targets: Examples

The conversion rate for admitted students will increase by 2% per year over the duration of this plan. This will be measured in spring of each year using Banner data.

Data and Targets: Examples

The conversion rate for admitted students will increase by 2% per year over the duration of this plan. This will be measured in spring of each year using Banner data.

Data and Targets: Examples

Students using Inclusive Access during the first week of class will grow by 5% annually, as measured by online purchasing data each spring.

What? Target? When? How?



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Guess what? The DPR Plan is done!

DPR Plan Recap

No novels!
No dissertations!
Short and simple!

(please)

DPR Plan Recap

Plan

- Part 1: Department mission statement
- Part 2: Strategic plan goal connection
- Part 3: Department goals
- Part 4: Department activities supporting goals
- Part 5: Measurement (what, how and when)

DPR Plan Recap

- Duration: Three to five years, but . . . you can update if major initiatives change your course.
- Submit to your SLT member for review and feedback by mid-spring term.
- Word template.

And you have support!



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Department & Program Review: Part I - Plan: Questions?



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Department & Program Review: What's Next?

And because I couldn't resist . . .

One more for the road!