WCU PROGRAM PRIORITIZATION FORUM

PROCESS AND REVISED TIMELINE FOR PROGRAM PRIORITIZATION

Please use this link - http://www.wcu.edu/31490.asp - found on the Provost's Program Prioritization webpage, for feedback.

PHASE 1: ASSESSMENT METHOD FOR INITIAL PROGRAM SCREENING

Following the 16 January forum, the PP Task Force will meet and reassess the criteria and process of prioritization based on faculty feedback. By 21 January, OIPE will receive the final criteria for Phase 1 data reports and will produce and distribute those reports to program directors or department heads by late January. They will have two weeks to review and resolve any data issues and to write a 600 word qualitative narrative. Program reports must be completed and submitted to the Office of the Provost by 15 February.

Once reports are finalized, the Task Force will review several randomly chosen sample reports in order to calibrate the group’s assessment methods. Thereafter, the Task Force members will read all program reports in full, and will individually sort the programs within 3 categories, simply called 1, 2, and 3.

- **Category 1** corresponds to programs that may be recommended for investment;
- **Category 2** corresponds to programs that do not require additional study;
- **Category 3** corresponds to programs that will require additional discussion.

The Task Force will reconvene and review program reports on 14-15 March, and will produce and deliver individual Phase 1 program assessments by the end of March.

**Category 2** programs will complete their prioritization process at this time, with no further action recommended.

PHASE 2: IN-DEPTH PROGRAM ANALYSIS

Programs ranked in **Categories 1 and 3** will be reviewed in depth in a second phase of program analysis. These programs will produce more extensive reports responding to questions from Phase 1 analysis. These reports will be due by late April.

**Category 1** programs will produce written reports for the Task Force, including statements regarding program opportunities with additional resources. The Task Force will use these reports in making final recommendations to the Chancellor by the end of May.

**Category 3** programs will produce written reports for the Task Force. Additionally, program directors or department heads will meet with Task Force members to present additional data and context for their programs. These meetings will take place no later than the **first full week of May**. These individual meeting will inform the final recommendations made by the Task Force to the Chancellor by the end of May.