I. Continental Breakfast
II. Welcome and Introductions
III. Introduction
IV. Preparation for the Process
   A. Review of nature and purposes of program review and planning [Handout A]
   B. The cycle of self-evaluation and improvement [Handout B]
   C. Relationship to new accreditation Standards [Handout J]
   D. Breakout: Communication with your staff
V. Defining SAOs and Performance Objectives
   A. The Program Review context [Handout K]
   B. Review the nature of SAOs and Performance Objectives [Handout C]
VI. Formulating Your SAOs and Performance Objectives
   A. Formulating indicators [Handout D page 1]
   B. Tips for analyzing evidence [Handout F]
VII. Break
VIII. Formulating Your SAOs and Performance Objectives (continued)
   A. Language is important! [Handout H]
   B. Measurement shopping list [Handout E]
   C. Breakout: Pilot Outcome and pilot Performance Objective [Handout D page 1]
IX. Homework: Please bring results of all the following to the next session:
   A. Polish your pilot indicators.
   B. Gather preliminary assessment data on your measures.
   C. Jot down notes on other observations and evidence of effectiveness.
X. Wrap-Up
   A. Next steps
      1. September 2: Second workshop session for Senior Staff
      2. September 18: Six-hour kickstart workshop for up to 50 ESC staff members
      3. Up to eight hours of individual or small-group email, phone, and/or teleconference coaching and feedback as needed, in response to your specific questions or other needs
      4. Written feedback on up to two drafts of the core self-evaluation elements from each of up to 15 departments’ program review submissions in the Fall
   B. Questions?
   C. Evaluations [Handout I]
   D. Closing comments
I. Welcome

II. Assessing SAOs and Performance Objectives
   A. Components of assessment [Handout D p. 1]
   B. Tips for analyzing evidence [Handout F]
   C. A note on perfection
   D. Breakout [Handout D p. 1]
      1. Using the evidence or educated guesses you brought, draft the assessment components for your pilot Outcome and pilot Performance Objective.
      2. Share your assessments with your small group, and help each other make improvements.
      3. Discussion and whole-group help

III. Other Observations and Evidence of Effectiveness
   A. Handout L
   B. Breakout
      1. Based in part on the notes you brought, draft at least one set of other observations on your departmental effectiveness. Cite actual evidence or probable evidence sources as applicable.
      2. Share your observations and evidence with your small group, and help each other make improvements.
      3. Discussion and whole-group help

IV. Break

V. Summary of Strengths, Weaknesses, Opportunities, and Challenges
   A. Handout M
   B. Breakout
      1. Based on all the information you have brought to bear so far, draft at least one brief summary statement in each of the four categories on Handout M.
      2. Share your Summary with your small group, and help each other make improvements.
      3. Discussion and whole-group help

VI. Formulating Improvement Objectives
   A. Handouts D p.2, G, N, and H
   B. Breakout
      1. Based on all your deliberation so far, draft all the components of one or two Improvement Objectives. At least one should require no additional resources.
      2. Share your Improvement Objectives with your small group, and help each other make improvements.
      3. Discussion and whole-group help

VII. Overall ESC Effectiveness: The Thematic Summary
VIII. Homework
A. Select participants in your departments for the kickstart workshop, meet with them to explain why this is a good thing, and orient them to the broad features of the process using Handout B. They will learn the details at the workshop.
B. Polish your draft Handouts L and M as you see fit.
C. Email me by Wednesday, Sept. 10 your completed Handout D, Parts I and II. I will edit and comment as before, and return to you by Monday, Sept. 15.
D. Incorporate the edits, and bring copies of the final draft D and your polished draft L and M with you to the workshop.
   1. Sharing drafts with your additional participants
E. Jot down some preliminary notes on the schedule for program review activities in your department, so you can complete the submission, with resource requests, roughly as follows:
   1. Preliminary draft by mid-November if you want early feedback
   2. Near-final draft by December 1 if you want final feedback
   3. Final submission by mid-December
   4. Implementation ASAP, but no later than January 2015
   5. Reevaluate performance in Fall 2015, and begin a new cycle.

IX. Next steps
A. Feedback and, if needed, individual or small-group email, phone, and/or teleconference coaching in response to your specific questions
B. September 18: Six-hour kickstart workshop for up to 50 ESC staff members to expedite progress in the outcomes cycle and the program review process
C. Written feedback on up to two drafts of the core self-evaluation elements from each of up to 15 departments’ program review submissions in the Fall

X. Wrap-Up
A. Questions?
B. Evaluations [Handout Z]
C. Closing comments