The Pre-Submission Support & Validation Teams

Operationalizing the 'Supported Design' Model: Front-Loading Technical Guidance, Data Alignment, and Resource Planning

The Operational Heart of Supported Design: The operational heart of the supported design model is the establishment of two specialized, cross-functional Support & Validation Teams. These teams are subgroups of the main Program Review Committee (PRC) and include technical resource members from **Institutional Research (IR), Information Technology (IT), Human Resources (HR), and Facilities.** Rather than evaluating submissions after the fact, these teams conduct structured, collaborative coaching sessions while programs are actively drafting their reviews.

SPECIALIZED TEAM STRUCTURES & CONSULTATION PROTOCOLS

1. Instructional Programs Support Team	2. Student Support & Operations Team
• **Composition:** 2–3 members from PRC plus a technical representative from IR, IT, HR, and Facilities. Note: Area Dean / Administrator is strongly encouraged to attend.	• **Composition:** 2–3 members from PRC plus a technical representative from IR, IT, HR, and Facilities. Note: Area Dean / Administrator is strongly encouraged to attend.
• **Annual Focus:** Supports the ~15 instructional programs scheduled for comprehensive review each year.	• **Annual Focus:** Supports the ~11 student support services and operational units undergoing comprehensive review each year.
• **The Session:** Programs participate in a 30- or 50-minute consultative session scheduled over a 3-day period (meeting with 4 programs per day).	• **The Session:** Programs participate in a 30- or 50-minute collaborative session scheduled over a 3-day period (meeting with 4 programs per day).
• **Requirements:** Program leads must bring a well-developed rough draft of their program review, including initial goals, data analysis, and potential resource requests.	• **Requirements:** Program leads must bring a thoughtful draft containing preliminary goals, service outcome assessments, and proposed resource needs.
• **Target Outcomes:** The team provides targeted feedback to help faculty refine measurable student learning outcomes, align requests with enrollment trends and productivity metrics, and utilize institutional data effectively.	• **Target Outcomes:** Because student support and operational outcomes are often complex, the team provides constructive feedback on framing qualitative and quantitative outcomes, integrating service data, and structuring realistic resource requests.

The Continuous Cycle: *Following these collaborative consultations, program leads incorporate feedback to revise and finalize their reviews, producing a highly polished, complete, and strategic final product ready for Dean/VP sign-off and committee resource ranking.*