

## Jigsaw Activity

**An effective way to address the Program Review questions is through a Jigsaw Activity.**

**Suggested Activity:** Schedule a meeting to discuss the Program Review Form during early fall (late September/Early October), have the meeting participants respond to the questions on the form (instructional programs, exclude section A as it relates to the data reports).

**Jigsaw:** Participants get into breakout rooms and are assigned questions to answer from Form A. Groups should be given:

1. only 2-3 questions each
2. approximately 20-30 minutes to:
  - review last year's answers and
  - provide original responses to the current form
3. an opportunity to share their answers/updates with the larger meeting group (approx. 5 – 10 minutes to report out per group)

Note: Jigsaw Version A could be accomplished in an hour (30 minutes to formulate answers and 30 minutes present answers to the larger group) if notes are typed and forwarded to meeting facilitator (in real time) for review with larger group.

\*\*\*Remember, this activity is a real time saver for Lead Writers and highly encouraged.

### **Program Review, Planning & Resource Allocation Suggestions for Success**

- Meet with your dean/administrative lead early to discuss strategic planning, program review and resource requests **September please!**
- Writers that incorporate the Jigsaw and SWOT exercises into their department meeting (s) should experience a considerable reduction in their time spent on program review, strategic plan and resource requests, and benefit from a better report overall.

***If you have questions or need support with above activities, feel free to contact Marne Foster at [mfoster@sdccd.edu](mailto:mfoster@sdccd.edu).***