

Program Review Committee Meeting Minutes
(A213)

May 5, 2016
3:15pm – 4:15pm

Present: Judith Bell, Linda Meyer, Michael Berke, Eugenia Del Rosario, Jessica Breheny, Dorothy Pucay, Duncan Graham

Absent: Isai Ulate, Amber McCall (on leave until S17), Scott Miller, Joe Lugo, Joyce Lui (ex-officio)

1. Agenda for meeting approved
2. Minutes from 4/7 and 4/14 approved
3. Discussion/Action
 - a. Committee members discussed adopting the budget template from the Finance Committee.
 - i. Members discussed providing adequate support for writers using the template. Duncan said that he would bring this up with the division deans.
 - ii. Members discussed how to help writers figure out costs for personnel. Judith said that she would bring this up at the Finance Committee on 5/9/16.
 - b. Committee voted to approve adoption of the budget template. Duncan Graham moved, Linda Meyer seconded. Vote was unanimous.
 - c. Committee members discussed membership changes and challenges
 - i. Judith reported that Robert Gutierrez is leaving the committee.
 - ii. Linda Meyer announced that she will be leaving the committee after 4 years of service.
 - iii. Judith thanked Linda for her contribution and requested that members invite other faculty to join the committee.
 - iv. Members discussed whether to remove committee members who don't come to meetings. Jessica mentioned that as chair, she was more concerned with attendance during the fall, as that is when the validation process takes place. No action was taken
 - v. Members discussed the use of proxies and decided that proxies are not appropriate for this committee
 - d. Members discussed strategies for making the validation process easier and more consistent. Some of the ideas were:
 - i. Members bring examples of effective program reviews to the next meeting and pinpoint why the reviews are effective.
 - ii. Develop a checklist for each part of program review
 - iii. Determine what components are necessary for each program
 - iv. Develop a subgroup to develop a rubric for validating

- e. There was a discussion about how Program Review fits into the larger picture of program maintenance
 - i. What should be done if a program doesn't write a program review?
 - ii. Linda shared that the Academic Senate recently adopted a "program revitalization" process (instead of a "program deactivation" process) that is intended to help programs get back on their feet.
 - iii. The members discussed what role Program Review might have in triggering this revitalization process and determined that a non-proficient rating could be a trigger.
 - iv. Judith proposed that a third rating ("proficient with reservations") could be added so that programs could receive help with weak areas.
 - f. Members discussed the schedule for Fall 16.
 - i. The committee will meet at the same time (3:15 – 4:45)
 - ii. There will be a standing weekly meeting in the fall for subgroups to work together.
 - iii. Subgroups will also work outside of the weekly meetings
 - iv. Location will be determined (question – is it better to be in a room with computers?)
4. Next meeting – May 19, 3:15 – 4:45, A213