Program Review Committee Meeting Minutes  
(A213)  
September 8, 2016  
3:15pm – 4:45pm

Present: Judith Bell, Linda Meyer, Michael Berke, Eugenia Del Rosario, Jessica Breheny, Scott Miller, Joe Lugo, Christopher March, Joyce Lui (ex-officio)

Absent: Lisa Vasquez (communicated), Dorothy Pucay (communicated), Duncan Graham (communicated)

1. Approval of Agenda  
   a. Motion by Joe Lugo, seconded by Linda Meyer, approved unanimously

2. Approval of Minutes from 5/19/16  
   a. Motion by Joe Lugo, seconded by Linda Meyer, approved unanimously

3. Approval of Minutes 9/1/16  
   a. Motion by Joe Lugo, seconded by Christopher March, approved unanimously

4. Public Comments – no public comments

5. Discussion/Action  
      i. Judith reported that Linda Ferrell had requested that Accounting and Business be separated for Program Review. She has been writing both for at least 4 years and is no longer willing to do it, as she teaches no classes in Business and there is a full-time Business faculty member
      ii. Duncan sent an email to Mony Dickerson requesting that she speak to the full-time faculty member in Business about Program Review.
      iii. It was suggested that Business be moved from the 2016-17 Comprehensive cycle to the 2017-18 cycle.
      iv. The question arose as to whether the Business Coordinator position covered writing program review. Judith agreed to look into this.
      v. Joe Lugo also suggested that CIS and CA also might be separated, since both now have full-time faculty members.
   b. Adoption of modified PR forms and workbook for 2016-17
      i. The committee voted to adopt the revised forms  
         1. Motion by Christopher March, seconded by Linda Meyer, 7 yea, 1 abstention
   c. Update on Program Data Worksheet (Joyce)
      i. Joyce passed out the worksheet to all committee members and explained the various parts of it.
ii. There was a discussion about the formula for determining the Program standard – whether it would be confusing for faculty.

iii. It was agreed that the wording could be changed to make it easier to understand.

iv. Jessica Breheny asked if there would be any penalty for not using the form, as she wants to get her first draft complete before October 5 and the form may not be available in time. Judith answered that the form was voluntary and there would be no penalties for not using it.

v. There was further discussion about what should be included in the form. Joyce said that the form was a work in progress and that we want to get feedback on it before incorporating it into the process.

d. Validation teams and assignments
   i. Judith will work on this with Jessica.
   ii. It was agreed that teams would work on different programs than last year.

e. Membership
   i. Propose changing Joyce Lui’s status from ex-officio to Classified rep.
      1. Judith agreed to contact Faustino Villa of the Classified union to get her nominated.
   ii. Duncan will remain on the committee but will not be able to be on a team until after the Accreditation team comes in October.
   iii. Result of Senate approval for Faculty reps: Linda Meyer, Gina Del Rosario, Lisa Vasquez, Michael Berke, Joe Cota, Christopher March, Dorothy Pucay, Judith Bell, Scott Miller
   iv. Robert Gutierrez has agreed to re-join the team! Welcome back!
   v. We need a student rep.

f. Proposed meeting dates:

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g. Next Meeting: 9/22 from 3:15 – 4:45 in A213