

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
 - a. Separation of Accounting and Business into two separate Program Reviews. Propose Business Comprehensive Review be moved to 2017-18.
 - 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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| 9/22/16 | | | 10/13/16 | 10/27/16 |
| 11/10/16 | | | 11/17/16 | 12/8/16 |
- g. Next Meeting: 9/22 from 3:15 – 4:45 in A213