

Program Review Committee Meeting Minutes
(A213)

October 6, 2016

3:15pm – 4:45pm

Present: Judith Bell, Linda Meyer, Scott Miller, Joe Lugo, Christopher March, Joyce Lui, Robert Gutierrez, Lisa Vasquez, Dorothy Pucay, Michael Berke

Absent: Duncan Graham (communicated), Eugenia Del Rosario (communicated)

1. Approval of Agenda

- a. Motion by Chris March, seconded by Joe Lugo, approved unanimously

2. Approval of Minutes from 9/8/16

- a. Motion by Michael Berke, seconded by Linda Meyer, approved

3. Public Comments – Yelena Lipilina joined the meeting as a visitor. She reported that the Esthetics program is now separate from the Cosmetology program and she wanted to get a feel of what Program Review is all about.

4. Discussion/Action

- a. Judith reported on the creation of a Program Data Worksheet for Comprehensive Program Review. It is the same as the other Program Data Worksheet, but includes an area for inserting the graphs that show the trends over the previous 8 semesters.
- b. Judith reported that she and VP Escobar met on 10/5 to discuss ways to encourage programmatic strategic planning. They came up with a plan to have a pilot facilitated strategic planning summit, hopefully before the end of the semester. Things are on hold until after the Accreditation site visit is over; she will report back after that.
- c. There have been several faculty members asking when they can expect feedback on the first comprehensive PR drafts. Jessica Breheny suggested to Judith that the last week in October would give enough time for programs to incorporate the feedback. Judith set the date as 10/26. There was discussion about programs that submit their drafts late and whether they should have a different date based on when they submitted their drafts. It was decided that everyone should have the same date, and if drafts are late, they may not get as much feedback.
- d. Michael Berke talked about the reasons why the committee may want to change its name. The Professional Recognition Committee has the same initials (PRC), but the acronyms are different (PRC and PRvC); sometimes people are confused by what the “v” stands for, so Michael had suggested that we change the name to Program Review and Validation Committee. Other members said that it wasn’t explicit enough that the committee only validates program reviews and not programs. The committee decided to table the suggestion for the time being.

- e. Joyce Lui gave a PowerPoint presentation on the role of planning in Program Review. It detailed the cycle of planning and the role of data, as well as highlighting the value of planning.
- f. The committee discussed the role of SLO assessment data in the Program Review process. It was generally felt that the SLO assessment data needs to be more robust. Guillermo Castilla mentioned a rubric put together by the ACCJC in 2007 that might help with determining what kind of data would be most useful in Program Review. He subsequently sent a link to the document to the committee.
- g. There was a discussion of how the college defines a program. The consensus was that this has not been decided. It was suggested that this might be a good topic for the Operations and Procedures Manual.
- h. Judith gave out a modified sheet with the subgroups' assignments for both comprehensive and annual PRs. The first one didn't have all the programs on it.
- i. The committee decided that the next meeting will be a working meeting for the subgroups. Judith said she would request a reservation of GE118 for that date.
- j. Meeting adjourned at 4:35.