

Program Review Committee Meeting Minutes
(GE118)
February 15, 2018
3:15pm – 4:45pm

Present: Judith Bell, Dorothy Pucay, Jagrup Kahlon, Edna Dolatre, Takeo Kubo, Kristen Ruano, Valentin Garcia, Doug Robb, Joe Lugo, Lena Tran, Yelena Lipilina, Barry Del Buono,

Absent: Gina Del Rosario-Fontela, Graciela Cochran, Edina Rutland

Guest: Joyce Lui

1. Approval of today's agenda - passed
2. Approval of Minutes from 11/16/17 - passed
3. Public Comments: none
4. Discussion/Action
 - b. Discussion of how programs are combined
 - i. Example: CIS and CA combination was confusing
 - ii. Talk to CAC about the combination of departments for consistency
 - iii. Might play into the Guided Pathways in terms of Meta-majors
 - c. Program Review is not going onto Curricunet
 - i. There have been so many problems with SLOs
 1. Doesn't allow you to generate your own reports
 2. Problem with how Curricunet defines programs – only by degree and certificate
 - ii. TracDat does have a PR module
 - iii. eLumen is becoming very popular amongst Calif. Community Colleges
 - iv. Judith is going to Cabrillo to see how they are doing with eLumen – they are just getting started.
 1. It would be nice to get the PR process onto a platform rather than Word
 - d. Complaints about the annual PR form being too long
 - i. Data section is a lot of the length
 1. We have a new data analyst who will be on the committee (Shusaku Horibe).
 2. Can we have the data sheets generated so that writers don't have to plug in the numbers? That would make a huge difference.
 3. The data is making a difference for accreditation, etc.
 4. Is it necessary to answer the questions every year?
 - a. It might be necessary, but it would be nice to simplify things
 - b. How much of the narrative is driven by the data?
 - c. Joyce – it depends on the program.
 - i. Example – Cosmetology wants to look at the gender numbers.
 - d. Let programs pick which data sets they want to focus on.
 - e. Enrollment and success will always drive PR.
 - f. Be mindful of the fact that it really doesn't take that long to do the data piece.
 5. There is a lot of data that isn't really necessary – trust Joyce to make that decision?
 6. There is a problem in that writers don't know how to interpret the data
 - a. Example: identifying equity gaps
 7. What data does the Finance Committee look at in terms of funding?

- a. Finance Committee would look at data if there were large variances in requests.
 - b. FC moving towards a roll-over model.
 - 8. Top ten fastest growing programs, etc. – have that data available to Finance
 - 9. Bottom ten – they can be helped through planning. We can use money to seed plans.
 - 10. Push-out of the data is important. Where do you find out about your data?
- ii. In the spring, PRvC can take a look and identify the areas of the PR documents that don't need to be updated every year.
- iii. For the next cycle, non-credit is going to be included in a separate report
 - 1. Different funding models – different bucket
 - 2. Challenge with NC is that enrollment isn't known until after the end of the term.
 - 3. Basic Skills might also be separated from regular
- iv. Program Awards Summary – go from summer to spring (more consistent).
 - 1. Identifying miscalculations – how do we fix them when we find them?
 - 2. Shusaku will be giving all the program awards in the data packet.
- v. Planning section is being used, even though it's optional
 - 1. It was mentioned in the Accreditation report that the link between PR and funding is weak.
 - a. We can use the planning section to tie PR and funding more closely.
- vi. Update on this cycle of PR documents:
 - 1. Labor Studies is not getting written – Labor Studies kind of disappeared.
 - a. It went to Senate for Program Viability, but they didn't take it up
 - b. Tied to FA? Barbara Hanfling taught the class.
 - c. PRvC can suggest Program Viability to Senate for Labor Studies
 - d. Real Estate went through PV and their report will stand in for PR.
 - 2. AJ – a new person is writing it, so she needs to get up to speed.
 - 3. Academic Affairs/Student Affairs is still being written.
 - 4. World Languages is still missing ASL.
 - 5. Get feedback to people – scan and look for obvious gaps. Stuff needs to be available for Finance Committee.
 - 6. Sticky point – the box for Dean's certification. The deans don't really know who has done what. There are problems with TracDat.
 - a. We agreed last semester to table that part of PR.
 - b. SLOAC should be validating that part of PR, but it's really difficult on paper.
- vii. Training: we are pretty weak in that area
 - 1. Once we've chosen a platform, we need to provide training
 - 2. Hopefully, SLOs and Program Review will migrate at the same time.
 - 3. It would be nice to get some people (program coordinators) trained in planning facilitation.
 - 4. See PR as a "black box" for seeing where things could be improved rather than just trying to make the program look good.
 - 5. It's not the job of the committee's job to make people "play nice" with each other, but it is a problem when some people are doing the work and others aren't.
 - 6. Some CCs have a staff member to walk faculty through PR and SLO assessment.
 - 7. Sharepoint demo – make sure members have access.
 - 8. Please give feedback as soon as possible so people can address the problems.
- viii. Meeting adjourned at 4:45.