

Program Review Committee Meeting Minutes
(A213)

September 21, 2017

3:15pm – 4:45pm

Present: Judith Bell, Joe Lugo, Dorothy Pucay, Joyce Lui, Jagrup Kahlon, Yelena Lipilina, Edna Dolatre, Gina Del Rosario-Fontela, Takeo Kubo, Lena Tran

Absent: Barry Del Buono

1. Approval of Agenda – no action taken
- 2.** Public Comments: Graciela Cochran attended the meeting as a possible committee member
- 3.** Discussion
 - a. Introductions of committee members
 - b. Discussion of agenda
 - i. Timeline – changes to timeline due to delay in approval of the forms
 - ii. Membership:
 1. Need more members –
 - a. Takeo will look into getting members from Student Services and Counseling
 - b. We also need someone from Administrative Services
 2. We will need to revise the Student Services and Academic Services forms this year – need input from those areas.
 3. Dorothy suggested that we change the charge to require membership from a broader spectrum of the campus.
 - c. Approved Academic Affairs PR forms
 - i. Revised Academic Affairs Comprehensive and Annual forms have been approved by the Academic Senate
 - ii. No substantive changes have been made; a few revisions and deletions.
 - iii. There is a new naming convention
 - iv. Joyce will be putting in the SJCC data before the form is released
 - v. Overview of the new forms
 1. More specific
 2. Use of College catalog for description, degrees and certificates
 - a. # of students completing certificates and degrees will be provided
 3. Serving a wide range of programs – form tries to cover all of them
 4. If a section isn't applicable to a program, it is OK to use N/A
 5. Information such as the Mission Statement, etc. is embedded in the body of the document
 6. Discussion of what a substantive change is: new things major shifts.

- vi. Purpose of Program Review is to look at your program, see what is going on. Not necessarily to prove anything.
- vii. Yelena commented that the new form is much easier to use because it is more specific and writers know what to write about.
- viii. A lot of revisions were based on Accreditation needs
- ix. Dorothy asked about where to get the information on curriculum. Is it possible to get something like an Excel spreadsheet generated from Curricunet?
 - 1. Judith said she would talk to the staff in Academic Services about it.
- x. Curriculum changes can be more minor than program changes.
- xi. Data section – long section, but it actually takes less time because it’s straightforward.
 - 1. Program Baseline Success Standards will inform the College’s Baseline Success Standard.
 - 2. Data section is meant to paint a picture of your program through data.
 - 3. Data will be available through the deans.
 - 4. Revision to form – took out productivity goal, changed wording to reflect multiple measures of productivity – how are you contributing to Institutional Effectiveness?
 - a. Productivity is a controversial topic because it is not equitable.
 - b. District uses productivity numbers in decision making
 - 5. Data form was piloted last year and the feedback was mostly positive.
 - 6. Optional data section – if you are asking for a new faculty member, you will need to complete the section for FTES, WSCH, etc.
 - 7. There is a section further down the form where you can request additional faculty.
- xii. Learning Outcomes section
 - 1. Was designed by SLOAC (Student Learning Outcomes Assessment Committee)
 - 2. Judith would like to have SLOAC validate this section
 - 3. Data for PSLOs and CSLOs for this cycle is available in TracDat
 - 4. Some questions are for accreditation – how is SLO data being used to improve classroom instruction?
 - 5. New – checkbox for dean to verify that PSLOs and CSLOs are complete; if not, which ones are not complete?
- xiii. Planning section
 - 1. Taking a look at your program; what’s working, what’s not working
 - 2. OK to use qualitative data
 - 3. New (optional) section – planning. Our charge includes planning.
 - 4. Student Services and Administrative Services have planning section
 - 5. This section will be tied to funding – innovation.
 - 6. Not everyone will want or need to do planning.
 - 7. Planning section is included in Annual as optional; also an update area.

- xiv. Resources section
 - 1. Area for requesting additional faculty/staff
 - 2. Discussion of student workers – they are considered part of a program, but should not be doing classified work.
 - 3. Addition of a Staff Development section – need to let people know that the money is available
 - 4. New section – additional funding sources
 - a. Requested by the Finance Committee
 - b. Track the flow of money
 - 5. Checkbox for Budget Request – was one submitted?
 - 6. Judith will add some wording in that says “other than fund 10”
 - 7. Change SSSP to Student Services and Support Programs/Equity
 - 8. Budget Justification Worksheet is not yet put up, pending changes to the President’s Priorities.
 - 9. All the Budget Justification Worksheet covers is Fund 10.
- xv. Question – can faculty still get their own data? Link is no longer available
 - 1. Joyce is OK with that, but for the sake of consistency, its’ better to use what Joyce gives us.
- xvi. Validation forms
 - 1. It is now an text entry form
 - 2. More explicit; hopefully easier to use
- xvii. Discussion of past history of Program Review – it’s always a work in progress.
- xviii. Joyce will add the SJCC data and Judith will post the updated forms
- xix. Timeline – the due date for Comprehensive Draft 1 and Annual PRs forms has been pushed back once. If the forms had not been approved, Judith was going to ask the committee to extend the date again. But the forms were approved, so that’s not necessary.
- xx. We need to look at Student Services and Administrative Services forms and get feedback
- xxi. Migration to Curricunet – how is that going to work? What’s the timeline?
- xxii. Membership – need more faculty, senators. Also, we need representation from Student Services and Administrative Services.
- xxiii. Dorothy - When will we know how many programs each we will be reading? We need more readers.
- xxiv. Judith will speak to the Senate about being more strategic about committees. This is a working committee – important work. Just a one-year commitment.
- xxv. There should be a reward for the hard work – real food and training!
- xxvi. Lena – thanks for the commitment of the committee. Talked about the process at EVC; similar to ours, but there was no form. One group did a 400 page report! We are doing great work.
- xxvii. Yelena praised the new form; said it made her life much easier.
- xxviii. Process of validation

1. Consider area specialists
 2. Reading partners – maybe have 2 or even 1 person.
 3. Pair up new members with veterans.
 4. Talk to Senate about the importance of having enough committee members.
 5. What about committee members who didn't read? We need checks and balances.
- xxix. Further discussion of how the committee structures work vis a vis the Senate.
- xxx. Adjourned at 4:45