

**Program Review Committee  
Meeting MINUTES  
October 16, 2014**

Members Present: Jessica Breheny, Duncan Graham, Robert Gutierrez, Joe Lugo, Linda Meyer, Dorothy Pucay, Doug Robb, Heidi Kozlowski, Heidi Hoffman, Joyce Lui

Members Absent: Lisa Vasquez

New members were introduced- Graciela Cochran and Michael Berke, who will join PRC next meeting.

**I. ACTION ITEMS**

- a. Approval of Agenda - Heidi motioned, Duncan seconded; approved unanimously
- b. Approval of 9/18/14 Minutes – Add to IIb. “Committee will provide feedback by early March.”  
Duncan moved, Joe seconded. Minutes approved as amended.

**II. INFORMATION/DISCUSSION ITEMS**

- a. CTE Addendum – Based on information from the Curriculum Institute that Duncan and Linda went attended, all CTE (Career and Technical Education) programs should be reviewed every 2 years. Major items brought up were:
  - Labor Market Information – Program must have current information about labor market demand
  - Curriculum – Requisites and pre-requisites are to be examined every two years. These two have to be in our templates. Linda looked at four other schools’ program reviews online; our program reviews should be online, too. Only West Valley had developed clear templates online. They had questions: Is this a CTE program?, etc. She said no one is addressing the curriculum piece. We will have to add something to our addendum and meet requisites. Ingrid will meet and talk to others first.
  - No duplication or competing with other programs – must show completion and employment rates.
- b. Missing/Late Comprehensive Program Reviews – Work Experience, DSPS, Machine Tech, Div. of Business and Workforce Development and Cosmetology have not turned in their reviews. Jessica told writers that you can’t turn in them in until Oct. 26 because we’re reviewing others. Duncan said to email them – don’t worry that it’s not complete, just send us what you have. There is a new DSPS Coordinator – we’ll tell her to just turn the review in Oct. 26. Duncan will handle Work Experience, Isai said he’ll get Machine Tech done by 10/26, Jessica heard from Cosmetology, Div. of B &WD – were they to do the entire division? Jessica said no. She told people they can turn in reviews in on the second draft date, but will receive only one review’s comments. She also indicated that some of us might get some really incomplete reviews.
- c. Data Accuracy – Duncan stated there is inconsistent accuracy of program review data. Joyce said this is maintained by ITSS. Changes were made, but there was a lack of communication between campus and DO; some data slipped through. They have to retroactively make changes. ITSS is trying to fix this – will take about a year to change flags. This year it won’t be as accurate in the portal. Question – Can we get a list of what’s accurate/inaccurate? Joyce doesn’t know which ones are. Duncan said it’s up to departments. It’d be faster if the person doing Program Review is actually checking data. Then, we’ll focus efforts on those found. Joyce recommended that if data looks wrong, email ITSS at [helpdesk@sjeccd.edu](mailto:helpdesk@sjeccd.edu). She will send an email to writers to check data. Writers should specify the nature and contact her. She’ll be the liaison to guide them. This portal

will be phased out in the next 2 years. In the future, all research analysts will have access to CROA instead of going through ITSS now. Email Joyce at [Joyce.Lui@sjeccd.edu](mailto:Joyce.Lui@sjeccd.edu). She's in GE206C.

- d. Draft Process – Jessica got a couple of updated drafts. Feedback is due Oct. 30<sup>th</sup>. Duncan asked are we reading less since we have new people? Graciela will be given a program from each subgroup to review – she'll take Div. of B & WD, Div. of Math and Sci., and Cosmetology. A new subgroup 4 will be made with Michael Berke and Graciela.
- e. Forms and Formatting – Not all reviews are on correct forms, some had separate attachments. Jessica can send a general email, but readers can ask writers to correct these issues, and to include charts, tables and other information within the PR document, and that they're to use the correct forms. Division program reviews will use the Administrative Services form and will not provide reviews of each program within the division. Discussion continued on how to include data on review; formatting, transferring, exporting, cut 'n paste, and other problems that occur. Duncan asked why can't we post URL's on data sheets; we could download them into Dropbox. We'll commit to figuring out solutions to these issues. Jessica will send today's PowerPoint to the committee members. Linda will tell the Academic Senate that all program reviews have to be publicly accessed; not our choice, but per accreditation standards – this is our expectation for accreditation. Joe suggested a link from the department pages to the site.

III. Subgroups met to confer.

Meeting adjourned at 3:23pm

Minutes: Heidi Hoffman