Program Review Committee Meeting
APPROVED Minutes
for
December 21, 2009
2:00 p.m., Winlock Lounge

Present: Mary-Jo Apigo, Fran Leonard, Aimee Presiozi, Marlene Shepherd, Lloyd Thomas, Rebecca Tillberg

I. The committee approved the minutes of the September 16, 2009 meeting.

II. Mary-Jo reported on the status of program reviews, according to the deans who will validate the program reviews:

- Linda Clowers
  - Behavioral and Social Sciences:
    - Corrections □ to be completed by George Yan
    - Family and Consumer Studies □ done
    - Fire Technology □ to be completed by Buck Stapleton and Ray Shackleford
    - AJ is already done

- Judith-Ann Friedman
  - Math □ done
  - Humanities and Fine Arts
    - Multimedia □ Emailed Michael Arata on 10/21/09 to follow-up.
  - Language Arts
    - Jewish Studies □ in progress
  - Behavioral and Social Sciences:
    - Anthropology □ done
    - Political Science □ to be completed by Jack Reubensaal and Sholeh Khoroooshi
    - Sociology □ in progress

Thanks to Mary-Jo for following up on these.
Rebecca will work with Bob Sprague on the program review for Academic Affairs, Distance Learning and Westside Extension.

III. A report/update on the College Collaborative Taskforce on Program Review work was presented by Rebecca Tillberg, chair. There is a Webinar scheduled for this Friday, December 18, 2009, at either 9 am or 2 pm on the District IT version. Rebecca will send out the link to the Prog. Review Committee members.

The demonstration of Task Stream at the District Planning Committee meeting was very polished, and as demonstrated, focused on SLO assessment, but it still lacks features the Task Force prefers to have. It also wouldn’t have embedded reports. As pointed out by Lloyd and Marlene, it would be desirable to have program review
link to the curriculum system. Also, a homegrown version affords flexibility to accommodate individual college’s specifications, including specific structural features. When the decision is reached on whether to go with a commercial software or a homegrown version, the PR Committee will review the elements for West.

IV. From SMART goals to program review – Fran shared with the committee the survey results from November’s college retreat and the SMART goals aligned with the college mission statement from individuals who attended. The Accreditation Steering Committee is tasked with reviewing the college mission statement. Bob Sprague has mentioned that West’s efforts at global/international education should be considered when reviewing the current mission statement.

Lloyd mentioned that “unit planning” should be imbedded within program review. He cited the planning cycle which Rebecca presented at Flex Day and asked that a similar diagram with key terms be prepared and shared with the Senate’s Educational Policies and Standards Committee as it works on Program Review Policy and Procedures since program review is a primary responsibility of the Academic Senate.

The meeting adjourned at 2:00 p.m.

Next meeting: Wednesday, January 20, 2010, 1:00 p.m., PCR.