PROGRAM REVIEW COMMITTEE MEETING APPROVED MINUTES for April 21, 2010

Attending: Celena Alcala, Mary-Jo Apigo, Judith-Ann Friedman, Fran Leonard, Aimee Presiozi, Betsy Regalado, Marlene Shepherd, Bob Sprague, Rebecca Tillberg

I. The meeting was called to order at 1:10 p.m. and the minutes of March 17, 2010 approved.

II. Program Review Task Force Update
    Rebecca reported that work proceed with training expected to occur in June for campus administrators of the program review. At West, these are Celena Alcala, Mary-Jo Apigo and Rebecca Tillberg.
    Phase 1 will be done by summer 2010. It includes the administration of the campus program review configuration. Each campus will have a manager who configures the software, which will start with defaults set up. A reports area will have embedded graphs, charts, and tables relevant to the question being asked. Each question in the program review will be identified as to which accreditation standard it addresses, so that reports for the accreditation self study can be easily produced.

    Phase 2 is the planning and budgeting section. This is where disciplines and divisions identify what their goals are, what their plans are for achieving their goals, and if any costs are associated with those plans. The taskforce is about ready to start on design of phase 2 and Rebecca has already received names of volunteers to participate in the design.

    Phase 3 will include Student Learning Outcomes. Rebecca stated that this will be more of an elaborate type of software to suit the varying needs at each college.

    If for some reason, the instrument is delayed, we will use a Word document instead so as not to delay program review in Fall 2010.

    **TO DO:**
    1. Determine dates for program review validation to fit into the planning and budget timeline.
    2. Include program review – a demonstration of the instrument – at the next Flex Day
    3. Incorporate the mission statement approved by the College Council and college president – as appropriate – on meeting agendas/minutes, brochures, Schedule of Classes, other PR items, including at the college website in order to heighten its visibility to the college community.

III. Planning and Budget Integrated Timeline – follows a 6-year cycle, which includes fall and spring semesters. Adjustments to the timeline are being made by senior staff. A cycle of surveys is also being incorporated into the timeline.
A. The effectiveness cycle includes a comprehensive program review every 5 years, starting with Fall 2010. Thereafter, program review will be conducted in the spring semester, with annual updates. FPIP convenes in SP 2011 to prioritize applications for full-time, probationary-track hiring in Fall 2012.

**TO DO:** conduct forums on analysis of data for program review.

IV. Additional cross-divisional questions are to be considered for the program review, including but not limited to international program, learning skills, etc. Meet with those involved to develop these questions.

V. Shared Governance Diagram – Rebecca will clarify the details from the current M.O.U., along with a list of committees in order for the program review committee to better understand how governance committees operate and relate to each other.

VI. **Recommendation to the Planning Committee:** To insure continuity and oversight, the Program Review Committee recommends folding the SLO Committee into the Program Review Committee.