Minutes
May 18, 2011
1 pm – PCR

Attending: Fran Leonard, Betsy Regalado, Marlene Shepherd, Rebecca Tillberg

Guest: Todd Matosic

The meeting was called to order at 1 pm.

1. The minutes of February 16, 2011 were approved as submitted.

2. Status of Program Review Updates – Fall 2010 Comprehensive – almost all of academic divisions submitted except for Aviation.

   Academic Affairs - only three or four have been submitted.
   Student Services – almost all of validations have been submitted.
   ASO, Business, and Science – no spring 2011 updates
   Matriculation – Betsy will check her system

   Committee decides that for spring PR updates, if there is no resource request included, they do not need to be validated. Only those who have a resource request will need to be validated to forward to the three Vice Presidents.

3. Student Learning Outcomes

   Todd Matosic was introduced to the committee as the new Student Learning Outcomes (SLO) Coordinator. Todd distributed and reviewed with the committee a report on tracking program SLOs and course analysis. Dental Hygiene was accounted for as well as Pharmacy Tech-2 programs tracking. There was discussion of how they can get instructors to submit course SLOs and assessing and making sure they are aligned with institutional SLOs. Todd will schedule dates to submit course SLO assessments. It was reported by a committee member that some of the faculty didn’t know what to do with course assessments.

   A form will be posted on the web page for course assessments which will be an SLO template. The committee asked if there should be a Student Services Task Force person. It was decided that Jawell Samilton can be the Student Service Task Force person. Comprehensive tracking is slightly different and includes Allied Health. There was discussion about the Chairs checking instructor syllabi for required SLOs. Fran and Betty Jacobs of Language Arts check for SLOs in their instructors’ syllabi and if they don’t have SLOs, Fran and Betty give them the appropriate SLOs.
4. Review of Planning Actions & Resource Requests Summary

Rebecca generated the data for these reports that was submitted from fall 2010 comprehensive Spring 2011 Update – Program Review Part 2: Planning to Budget Admission & Records (A & R) wants to hire an A & R Data Management Specialist.

Dance Dept – wants to install a TV & DVD Player Studio A – cost approximately $1,000 - another request for fulltime Dance instructor. Financial Aid – two more FA technicians – received funding – categorical – they have their own money – on Betsy's priority list International SS – goes thru FPIP Allied Health- they are requesting four fulltime prob. faculty – FPIP request Three VP’s do their own prioritizations and then come together and do the college’s prioritization. 10100 - Categorical Grant Bond Equipment & Staffing requests need to be prioritized by the 3 VP’s If no costs associated, then VP’s should not prioritize. Remodeling facilities will come out of bond money Discussion of separating equipment from supplies

Recommendation from Program Review Committee:
3 VP’s to complete their prioritization and then take to Budget Committee Give requests for fulltime faculty to 3 VP’s – FPIP requests have to be part of the program review process.

Principles for Prioritizing Programs & Services –the 3 VP’s will use this as a guide for prioritizing requests -

Meeting was adjourned at 2:20 p.m.