Minutes
Wednesday, January 25, 2012
Winlock Lounge – 1 pm

Attending: Celena Alcala, Adrienne Foster, Judith Ann Friedman, Fran Leonard, John Oester, Bob Sprague, Rebecca Tillberg

Guest: Maureen O'Brien

Fran Leonard called the meeting to order at 1 pm.

1. Minutes of the November 16, 2011 meeting. The draft minutes of the November 16, 2011 Program Review Committee were approved. Fran requested that a representative from Divisional Council be appointed to the Program Review Committee.

2. IES Status – Rebecca Tillberg reported on this – there were some glitches in this software program that were severe enough that needed to be fixed at the District. This will take time and she is hesitant to use this spring. There was discussion by the committee on whether to remain with the PDF version of the current program review for spring 2012. Discussion followed of when program review should be conducted for spring 2012. This year program review is short and uncomplicated and will not take long to complete.

3. Review list of all completed program reviews - the committee reviewed the program review completion update list that was generated by Rebecca Tillberg. The following items were identified for adding to the list of program review updates for further organization and refinement:
   - Division level of Student Services
   - President’s Office on separate list
   - UMOJA should be on list – Fran will follow up on this one
   - Add three VP’s offices on separate list
   - Learning Communities – Puente, UMOJA, and POPP should belong with Learning Communities. There are many ways of defining learning communities.
   - Achieving the Dream, Student Success, Transfer – where do these fall under?
The committee agreed to revisit this discussion at the next meeting in February. They will discuss how to organize divisions within divisions and their structure. When could program review updates fit in?

4. Spring 2012 Annual Program Review Update

The committee discussed and agreed to roll out the current program review update format on Thursday, February 16, 2012 and assign a return date after the Accreditation site visit. There will be no training needed as it is the same format as last year. Friday, March 6, 2012 will be the follow-up date for program review. The people who currently validate are the deans in Academic Affairs and the three vice presidents. The deans meet with their division chairs in Academic Affairs to complete the validation process. Fran asked the committee if the validation process is valid and if there is any room for improvement. There were some technical glitches encountered along the way last year.

Rebecca suggested holding a training session for everyone who will be validating program reviews from the past to see what worked well and didn't work. Adrienne Foster stated to the committee that it is important to complete cycle of program review to provide feedback to each division in terms of where they are at with resource requests. There is a communication gap after the divisions have completed their program reviews. We need to close the loop after resource requests are received. Divisions haven’t received a response on status of their requests and there is not a procedure in place for acknowledging and responding to all requests for resources.

5. Program Viability – Fran asked the committee to please review this Senate policy on Instructional Program Viability Review along with triggers and criteria for services for discussion at the next meeting February 15, 2012.

The meeting adjourned at 2 pm.