Program Review Minutes
November 16, 2011
1 pm – PCR

Attending: Celena Alcala, Mary-Jo Apigo, Judith-Ann Friedman, Fran Leonard, Maureen O’Brien, John Oester, Aimee Preziosi, Marlene Shepherd, Rebecca Tillberg

Guest: Todd Matosic

The meeting was called to order at 1 p.m.

1. The draft minutes of Program Review Committee meeting of October 20, 2011 were approved.

2. Discussion of VP Priority List. John Oester, VP of Administrative Services, distributed and reviewed the draft VP Priority List. The first column is cost or salary and reflects what it would cost for the remainder of the current year. The three columns at the right are what it would cost us next year. John is confident that West will be teaching classes in the new General Classroom building in the spring of 2012. Student Services may be in by December 15 or December 20th and the entire building may be occupied after January 15th, 2012. Every person moving into the two new buildings will receive a new computer that will be tagged. All the good computers that were going to the two new buildings will go to other people in different areas of the college who need good working computers. There was discussion regarding how the three VP’s determined the top ten priorities. All three reviewed them independently and then as a group.

3. Review of Rubric for Evaluating Institutional Effectiveness
Fran went over the document titled Comprehensive Program Review, Fall 2010 – Academic Divisions Continuous Quality Improvement. First column reflects improvements in program practice you have implemented. Second column describes how you have assessed appropriate improvements in student achievement and learning that have occurred. This document should be shared with division chairs. Review of Sustained Continuous Improvement Level for Program Review and Planning on the Commission’s Rubric for Evaluating Institutional Effectiveness. This should be shared with division chairs,

There was discussion of how the college benefits from the international student program at a time when public resources (funding) is shrinking drastically. The tuition fees received from foreign students increases the revenue for the college.
Discussion followed of classes funded under grants and how to educate and inform your faculty at West. Fulltime faculty should go to other faculty to disseminate correct information.

4. **Proficiency from SLOs from Rubric.** The committee discussed the fact that West needs to be at the proficiency level by fall 2012. There was discussion on how to assess student date from SLO assessment and in tabulating and quantifying the data.

The meeting adjourned at 2:45 p.m.