MINUTES
November 17, 2010
1:00 pm – President’s Conference Room

Attending: Abraha Bahta, Norma Jacinto, Fran Leonard, John Oester, Aimee Preziosi, Marlene Shepherd, Rebecca Tillberg

1. Minutes of October 20, 2010 meeting. The minutes of October 20, 2010 meeting were reviewed and approved as submitted.

2. Response status.
Program Reviews submitted. Rebecca reported to the committee all the program reviews that were completed and submitted to her:
- Academic Affairs – 3 out of 7 are completed
- Administrative Services – 3 out of 5 are completed
- Aviation, Hospitality and Travel are still working on theirs.
- Business is still working to complete their divisions.
- Student Services have completed all divisions.

A discussion followed of the identification of what the Learning Communities are at West: UMOJA, FACE, and the Puente Program are Learning Communities. There was discussion of the ACT program at West and whether or not program review needs to be conducted for this program. The committee recommended that ACT become a cohort to conduct program review. Judith-Ann Friedman has been the acting dean over ACT since Dr. Clowers left. Mary-Jo Apigo and Donna Olvera are currently monitoring this program. The committee confirmed that Program Review Committee makes recommendations but does not vote on actions. They decide by consensus on reaching some kind of accommodation or compromise on all recommendations. Fran asked committee how they felt about this.

A discussion followed on selecting a date when the deans in Academic Affairs can come together with the committee to validate all program reviews. Rebecca will ask the deans after the Thanksgiving holiday.

Validation Phase. Student Services has started their validation and Student Services held a retreat yesterday, Tuesday November 16th and obtained many ideas for the Student Services Master Plan Report. Each validation took about 30 minutes.

Prioritization Phase. Rebecca shared some documents that might be useful to provide support for prioritization when the three VPs make a list of all actions that come out of their prioritization review meeting and resource requests that are obtained from all divisions.

Planning Actions & Resource Requests. Rebecca shared this 17-page report with committee that all divisions completed. John Oester reported that the Chancellor may agree to distribute some monies out of the district reserves to all the colleges; approximately $5.75M. He doesn’t know the formula yet but some colleges may get more than others. These funds would go towards supplementing utility and cost increases and possible supplemented some of the FON costs.
3. Program Review Reports. Rebecca shared information on these which are more like focused reports. They are also available on the website and similar to SLO reports. The reports contained data obtained from what people wrote in Part 1 of Program Review. The committee discussed what are the assessment plans for the courses and programs of the Division? Goals and SLOs were also addressed. What SLO assessment does this address?

Strategic Goals noted were:
- Learning
- Transfer
- Campus Infrastructure

Foundation Skills Reports. Rebecca shared a report about this that shared what projects divisions would like to do that is connected with basic skills. This was a four-page draft report that included math, science, and learning skills. Rebecca asked what other committees could use these reports and bring back to their division meetings. This can certainly be used as a resource for college committees.

4. IES Status. Rebecca gave an update on this and reported that the Chancellor is really interested in it. Testing on Phase 2 started last Friday, November 12th. Major things were discovered that need to be done and improvements will be made to the user interface. Another testing will be conducted this Friday, November 19th.

Fran announced to the committee that there will be no meeting in December as it is finals week for the students. Rebecca stated Academic Affairs will plan a retreat on the validation of program reviews in December. This will be announced at the next Divisional Council meeting on Tuesday, December 7th. The reports will be shared with the division chairs to obtain their input.

TO DO:
1. Plan date for annual program review update in spring 2011.
2. December 7th Divisional Council meeting – distribute (rollout) all these reports to division chairs before retreat is planned – sometime in December??

The meeting adjourned at 2:25 p.m.