Approved Minutes  
Wednesday, March 21, 2012  
1:00 pm – PCR

Attending: Celena Alcala, Fran Leonard, Maureen O’Brien, Aimee Preziosi, Betsy Regalado, Marlene Shepherd, Rebecca Tillberg

The draft minutes of February 15, 2012 were approved as submitted. Program Review Committee agreed on new dates and times for meeting. The second Wednesday of every month from 12:45 pm- 2:30 pm will be the new meeting time and date for Program Review Committee after everyone looked at their calendars. The next meeting will be held on Wednesday, April 11. Future meeting dates are: May 9, June 13th for rest of semester.

Add to Program Review policy:

**Recommendation from Program Review Committee:**
In order to make sure division cross validation occurs, it has been recommended that at least one administrator from another division will serve on each program review validation. This will be piloted with two program reviews in each of the three college divisions:

1) Academic Affairs  
2) Admin. Services  
3) Student Services

After reviewing the minutes, the committee decided that the Technology Committee should monitor the Technology Master Plan. The implementation of each college plan is assessed by the appropriate committee and the assessment is reported to the Planning Committee annually which then reports to College Council. The various college committees that are responsible for the four major plans should use the results of program review in two ways: First, the committees can use program review results as part of their assessment of progress in implementing the goals of their plan. Second, the committees can use the results to develop new strategies when they update their plans.

Program Review should be used as part of the implementation

There was discussion of Recommendation #11  
Two questions were formulated by the committee from Recommendation #11:  
1. What resource requests were funded in the prior program review cycle?  
2. If resource requests were funded, assess the impact of the receipt of the additional resources.
There was discussion of Program Viability

A list of triggers already in program review, additional triggers, and triggers in current Academic Senate policy was distributed to the committee.

The committee discussed changing title of document – “Program Viability” to “Integration of PR triggers into the PR validation process”. The committee looked up the Senate Policy on Program Viability on West’s webpage.

Discussion of conducting program review on an annual basis followed. Academic program review of academic areas is under the control of Senate. Program Viability Policy is outdated and needs to be changed by Senate.

Some things the college learned from the accreditation site visit are:
1) Connect various committees with program review
2) Connect planning committees with program review
3) Outcome of financial resources that were allocated in the previous year.

The meeting adjourned at 2:50 pm.