MINUTES
for August 18, 2010
President’s Conference Room

Attending: Celena Alcala, Mary-Jo Apigo, Fran Leonard, Aimee Preziosi, Marlene Shepherd, Bob Sprague, Rebecca Tillberg

I. The meeting was called to order at 1:00 p.m. in the PCR and the minutes of May 19, 2010 were approved as submitted.

II. IES Implementation
   a. Phase 1 – Rebecca reported there are still many problems detected in the new online system of program review that was signed off on at the district.
   b. Phase 2 – planning & budgeting part – this design has been worked on over the summer but won’t be ready for implementation this fall. The group should make an official recommendation about this. Rebecca went over a list of bugs in the system which has design flaws (enhancements). The system will not roll out until the flaws are fixed.

Rebecca asked for a recommendation to postpone phase 2 so that the number 1 priorities in Phase 1 can be resolved. **ACTION: There was consensus from the committee to postpone Phase 2.**

1. IES Software system
2. Embedded reports
3. Whether available from home or through the Internet. Rebecca reported that it might take up to a month to install the software on the college server and asked the committee if they should wait two weeks to see whether or not the district has resolved the problems in Phase 1.

Fran asked the committee if the college should go with the Adobe Acrobat version. Bob suggested simplifying this and having the system in Adobe format ready by Tuesday, September 7th for the first Divisional Council meeting of the fall semester.

Fran asked Program Review Committee to meet on Wednesday, September 1, at 12:30 p.m. in the PCR to discuss training for the division chairs on the system. Judith Fierro will check to see if the PCR is available.

**Phase 2**
Rebecca navigated through this system on the laccd.edu/SAP/Portals site. Employee enters their employee number; there is a tab to get to IES system.
Fran went over the Planning Goal on Program Review Phase 2: Linking Planning & Budgeting.

Discussion of Form - Program Review Phase 2: Linking Planning to Budget
Problem of Validation process - can’t do this without doing Phase 1 training.

Phase 1 – report on what happened
Phase 2 – what do you envision and want to see
Examples: To hire more faculty; this is a planning goal and needs to be done at the division level. Start with a goal and work with it and fill in a plan at the bottom of form. Bob Sprague stated that the faculty need to contextualize within their disciplines and divisions. Suggestion: have a drop-down menu. The plans at the bottom of the form would become actions, not goals. There was discussion on changing division goals to college goals.

**ACTION:** The committee recommended substituting goals with actions.
Instead of a Planning Sheet, this will be an Activities Sheet.
Connect with Phase 1 – reflecting on Phase 1 evaluation.
It was determined by the committee that the form include:
1) College goals
2) Statement of Need
3) Basic Information

Discussion of Program Review Calendar & Training
Bob Sprague reported that the needs were reviewed, lists were made, and the three vice presidents came up with a limited list of 11 or so most pressing needs which went to Dr. Rocha, then went to the Budget and College Council.

February 2011 – Program Review and Unit Plan workshop
Rebecca reported that Program Review will be done in fall 2010 and spring 2011. Official kick-off of program review will be held at the September 7th Divisional Council meeting with Bob Sprague. Division chairs will be asked to sign up for when they would like a trainer to come to a division meeting.
Conduct program review training at division meetings at September Division meetings. Behavioral & Social Science Division meeting will be held Monday, September 20th.

Complete Part I and Part 2 – deadline will be October 29
Validation Review – November – 1st 2 weeks
Prioritization VP’s - December
Bob Sprague recommended to the Planning Committee to have accreditation standards committees integrated with other existing college committees and co-label some of these committees.

The meeting adjourned at 2:20 pm.