Attending: Celena Alcala, Mary-Jo Apigo, Judith-Ann Friedman, Fran Leonard, Aimee Preziosi, Marlene Shepherd, Rebecca Tillberg

1. Minutes of the August 18, 2010 meeting
   The meeting was called to order at 1:00 p.m. and the minutes were approved with the following correction: Rebecca asked for a recommendation to postpone Phase 2 implementation in IES so that the number 1 priorities in Phase 1 can be resolved.

2. Program Review pdf Form
   Rebecca gave a status report on Phase of the IES Implementation. Rebecca reported that she has been working the last couple of weeks with the programmer at the district and she couldn’t sign off on all of the items. Phase 1 may be usable by the end of the month. Rebecca stated that the Academic Divisions of Program Review Part 1 – Reflection and Assessment, is easier and user friendly for people to use.
   - Rebecca recommends using the PDF version for academic divisions for Part 1
   - Part 2 will be PDF for everyone
   - Rebecca would like to use the old program review reports
   - Bob Sprague will request Nick Dang to restore the link.
   - The link will then be tested; hard copies are available of missing program reviews.

The committee discussed the question of whether to do program review at the discipline or division level – what is most useful for accreditation? Some division chairs would like to do at division level, but with many disciplines, it would be imperative to do by discipline level. People could have an option. Division chairs should do program review in consultation with their faculty; division chairs could distribute the data to each discipline and then combine their data at the end with the division. The committee discussed the fact that each division should do program review together as a whole, not just completed by the division chair.

- Online Program Review – discussion of Module 7 - Facilities
  Could add drop-down items – lecture, lab office, storage, other, clinic

Discussion of Module 7 – why do we need this? It was decided by the committee to remove Module 7 from Part 1.
Program Review Part 2: Discussion of program SLOs – objectives and skills – assessment of SLOs.
Remove module 8 and number 1 of Part 1

Module 9 – Student Learning Outcomes - question 4 – for each resource request, be sure to complete part 2 – Linking Planning and Budget
Module 10 – Vocational Programs – make boxes bigger so they can fill in data – or put in at end so that other divisions won’t have to print it out – divisions without vocational programs – only optional departments – put in at end of Part 1,
It was decided to put in Module 10-Vocational Programs at end of Part 1.
Advisory board membership and meetings -
Advisory Board Name
Dates of Meetings
Number Attending
Minutes available – where they can be accessed – where are meeting minutes available? So someone can find them if needed.
ITEM 6. Question asking about review and comments form local Workforce Investment Board – committee decided to remove item 6.
Question 13 – Provide a brief analysis of employer satisfaction with regard to completed employer satisfaction with program graduates.
Module 12 – Professional Development –
1. Discussion about what types of activities each fulltime faculty member engages in – workshops /conferences participated in, classes completed, certifications received, Tech Fair, Think Tank committee training programs , Etudes
Fran requested Celena to do a post-mortem of Welcome Week for students
Committee decided to remove item 4 – Module 15 – What are the emerging trends in the academic field?
Program Review will be major agenda item for Divisional Council

Student Services Program Review Kick-Off – September 23, 2010
Fran asked if form should use division or department.
Committee decided to go with division, program, or office - Program Review Part 2 – Linking Planning to Budget.

Discussion about goals. Divisions should be aligned with college goals and mission
Differentiation between goals and training
Discussion about having 4-5 goals – not too many goals so people don’t get overwhelmed or discouraged from doing program review.
Remove Modules 2 and 5 from Planning Goals
Discussion about Module 3 – Alignment with College Strategic Plan – Celena requested to do a hyperlink for this one – has to be publicized – has to have training and should go from Planning Committee to College Council – Planning Actions
Remove modules 11 and 12