MINUTES
Wednesday, January 19, 2011
PCR – 1 pm

Attending: Mary-Jo Apigo, Norma Jacinto, Fran Leonard, Bob Sprague, Rebecca Tillberg

I. Minutes of November 17, 2010. In its review of the minutes, the committee added to the first page under Planning Actions & Resource Requests – “Rebecca shared this 17-page report with committee that summarized the requests of all divisions”.

II. Validation and Budget Prioritization Progress. Student Services has started their validation. Bob Sprague reported that Aracely Aguiar will have her program review validated for all her divisions shortly. Judith Ann Friedman reported that the validation for the mathematics department is complete and Bob received a copy of this. Fran reported that at yesterday’s meeting of the Host Committee for last June’s Gala event, Dr. Joyce reported that the amount raised at the Gala available for disbursement is $80,000. At a meeting to be scheduled that more members of the Host Committee can attend, the committee will consider criteria for disbursing the $80,000. Dr. Joyce recommended that the committee look at basics that wouldn’t be covered any other way except through this money. Fran suggested considering how program reviews might be one item/factor to consider. She will take this recommendation to the Host Committee. A summary of the resource requests included in the fall 2010 Comprehensive Program Review Planning Actions and Resource Requests will be shared with the Host Committee.

III. Spring 2011 update – How can/does Program Review contribute to budget reduction strategies/efforts?
The program review process involves prioritization of requests for funding should resources become available. Rebecca noted that we ought to develop a rubric for prioritization.

Rebecca stated there is a budget prep calendar including program review and prioritization process and this process will start in a few weeks and offered to put this budget form together, if needed. Administrative Services is done with their validation & Student Services is almost done. If no changes have been made by divisions, then the form would be accepted as is. Fran suggested that the forms indicate the years for which the resource requests are being made.
For the spring 2011 program review update, Divisional Council meets Tuesday, February 1. Division chairs could have a hands-on training session on fourth floor meeting room and could bring their laptops since 4th floor of HLRC is wireless. Discussion followed about scheduling drop-in workshops twice a month for troubleshooting problems with saving and submitting program reviews. Mary-Jo Apigo offered to have these workshops scheduled and incorporated into the Tech Fair for this year.

Mary-Jo will help Rebecca send these forms to division chairs in a test version. The Planning Actions and Resource Requests document will be distributed to all chairs at the February 1st Divisional Council meeting. At a future meeting, the Program Review Committee will discuss how Program Review could be used for both pluses and minuses. "What impact would this funding resource request bring to your program?" This would provide proactive approaches to programs that aren't doing well and stimulate divisions to think about what steps a unit could take/recreate to provide services? How are you going to deal with reductions in your department?"

IV. IES Status. Rebecca reported that Phase 1 has been further refined. Phase 2A is in the planning stage and Phase 2B is in the resource stage. Phase 2A is just about completed. The third part is something about SLO assessment data management reporting and the District hasn't got to that yet as they are still working on embedded data reports. Those won't need to be used until spring 2012.

The meeting adjourned at 2:35 p.m.
Next meeting is scheduled for Wed., Feb. 16, 2011 in the PCR.