Program Review Minutes
October 19, 2011
1:00 pm – PCR

Attending: Celena Alcala, Mary-Jo Apigo, Judith-Ann Friedman, Fran Leonard, Maureen O’Brien, John Oester, Aimee Preziosi, Betsy Regalado, Marlene Shepherd, Bob Sprague, Rebecca Tillberg

Fran Leonard called the meeting to order at 1 pm.

1. Minutes of September 21, 2011. The minutes of September 21, 2011 were approved as submitted.

2. IES Demonstration. Rebecca Tillberg presented the new Institutional Effectiveness System developed with the support of the District last year. Twelve categories of the system were reviewed by Rebecca with the committee.
   Full training will be provided on campus for those responsible for administering this system: Rebecca, Celena and Mary-Jo.
   Rebecca recommended that the IES system needs to be adopted by the Planning Committee next Monday as an action item and to be put on Academic Senate agenda next Tuesday, October 25, 2011.
   A committee member made a motion to adopt the IES system.
   Program Review Committee unanimously approved the IES system on October 19, 2011 and recommends the IES system to the Planning Committee for adoption and recommendation to the Academic Senate.

   Rebecca reported the IES system could roll out next spring 2012. The questions need to be set up in the system by early spring and will also be available off campus.
   Phase 3 – Mission College has developed SLO software that stores and accommodates student level SLO data.

3. Spring 2012 Update – Additional SLO Questions
   The document Program Review Part I: Reflection & Assessment for 2010-2011 was distributed to committee members for review.
   There was discussion of Module 8: SLOs and whether this should be put into the annual updates.
   Question 3: Based on SLO assessments, what changes have the faculty and staff made or do they plan to make? Changes in curriculum could be put into question 2. If particular SLOs have changed, how are these changes noted?
If the IES system is rolled out in spring 2012, Rebecca stated that she could configure the comprehensive first, then have a student worker copy and paste all old program reviews into the new system to be used as a reference for those completing program reviews.

Student Services conducted their annual Comprehensive Program Review validation of 14 programs off campus in one day. The VP of Student Services reported that Comprehensive Program Review provides an opportunity to open up dialogue, creativity and new perspectives and greater collaboration. It also insures consistency with the Student Services Plan. During their one day retreat, Student Services had a note-keeper capture all resource requests. This information will be taken to the deans’ meeting and then to the VP’s prioritization meeting.

The three VP’s will have an entire picture of each program’s budget for their prioritization process.

Discussion followed regarding College Council’s recommendation to the president of conducting comprehensive program review every six years with yearly updates. There was discussion regarding the President’s response to this recommendation. Pending additional information regarding the cycle of review for CTE programs, this will go to the CC meeting scheduled for Nov. 3rd.

5. **Program Viability** – Fran asked if anyone from the committee could attend the Educational Policies and Standards Committee meeting this Thursday on her behalf. VP Sprague attends that meeting.

The Program Review Committee assessed and validated the program viability process.

The meeting adjourned at 2:14 pm.