



## Program Review Committee Minutes

March 17, 2015

12:30 - 2:00 PM

MB 350A video w/KRVPL5, MAM228, BIS 197

Present: Suzie Ama, Christine Abbott, Lisa Fuller, Kim Kelly, Joe Slovacek, Sylvia Sotomayor, Laura Vasquez, David Villacana

Absent: Karee Hamilton, Corey Marvin,

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	S. Ama	12:30 PM		x
2. Approval of Agenda	S. Ama	Approved with no changes		x
5. Admissions and Records Program Review – First Reading	J. San Nicholas	<p>This was approved for first reading. Requested changes include:</p> <p><b>Executive Summary</b></p> <ul style="list-style-type: none"> <li>• This section should effectively lead into the rest of the document. Briefly state the department’s mission and charge. Highlight the department’s <u>general</u> strengths and weaknesses. The lack of a current policy manual is too specific—rather identify the problem(s) that require that solution, and elaborate on the specific solution elsewhere in the document. The Executive Summary is best written after the rest of the document is complete so you can effectively summarize the department’s strengths and weaknesses.</li> </ul> <p><b>Part 1 – Relevance:</b></p> <ul style="list-style-type: none"> <li>• In Department Mission, make it clearer that the last paragraph on page 1 relates to the second strategic goal. Say “California community college</li> </ul>	x	

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		<p>students” rather than “Community College Student” (to clarify that this is a California statistic and to correct capitalization and grammar errors.)</p> <ul style="list-style-type: none"> <li>In Department History and Description, move discussion about kiosks and office space to other, more relevant sections (perhaps Physical Resources). The department history and description should provide a thorough explanation of the department’s general functions. It should explain how A&amp;R services are delivered at the sites. It should explain the department’s relationship with the District.</li> </ul> <p><b>Parts 2 – Appropriateness</b></p> <ul style="list-style-type: none"> <li>In addition to comment to see attached org chart, provide a narrative description of the department’s relationship to the District. Also describe staffing and reporting structure of A&amp;R technicians at the other campuses.</li> <li>Under Determination of Student or Service Recipient Needs, the majority of the committee was fine with this being organized by advisory group, but revision is needed for clarity. We suggest that the “lead in” paragraph needs to be further developed to establish the relevance for committee input. What are specific operational impacts that such information will affect? Then, be sure that the discussion following each committee fully explains how the information provides your department with value. The statement following “Management Task Force...” is particularly brief and unclear. Discuss how student needs at the other campuses are determined.</li> <li>Under Department Function, it would read clearer to have a topic sentence that simply lists all of the functions of the department. Identify the specific tasks that technicians perform. Then, the content that follows should elaborate on each function. Where there are gaps in the department’s function, weave this information into the content naturally, rather than setting up an “Analysis” section. Discuss functions at other campuses.</li> <li>Under Department Relationships and Impact, this would be an appropriate place to further elaborate on the department’s relationship with the other campus.</li> <li>Provide examples and tie analysis better.</li> </ul>		

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		<p><b>Part 3 - Currency:</b></p> <ul style="list-style-type: none"> <li>You can omit the heading “Analysis.” Again, just weave the questions for analysis into your content naturally.</li> </ul> <p><b>Part 4 – Achievement:</b></p> <ul style="list-style-type: none"> <li>The assessment results need to be clearly conveyed, expressed as a percentage, with the cohort number provided. This should clearly show whether the target was met. If the target was met, there actually doesn’t need to be a lot of additional discussion. But if the target was not met, you should provide analysis of why your department thinks the target was not met and what the plans are to resolve that gap.</li> <li>Likewise, in the table summarizing AUO assessment, a column needs to be added to indicate the actual result, expressed as a percentage. Again, if the outcome was met, improvements may not be necessary.</li> <li>It is unclear why #4 has a goal and the other AUOs do not.</li> </ul> <p><b>Part V – Planning</b></p> <ul style="list-style-type: none"> <li>The goals are too general, and they are not measurable.</li> <li>The goals also do not seem to address specific problems discussed elsewhere in the document.</li> <li>Your department goals should be more specific than the college’s strategic goals, although they should certainly support the strategic goals.</li> <li>The action plan should identify a schedule and responsible party for tasks to achieve the goal.</li> </ul> <p><b>Overall Impression</b></p> <ul style="list-style-type: none"> <li>It is a good first draft. Some content needs to be reorganized. And more explanation is required in some areas. There are numerous grammar and spelling errors. Look at inconsistent terminology. Spell out acronyms at first</li> </ul>		

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		<p>usage. Employ topic sentences and conclusions to help the readers conceptually organize content in their mind.</p> <ul style="list-style-type: none"> <li>• Be sure that discussion about A&amp;R service to the sites and to online students is addressed throughout the document.</li> <li>• Referring to committee members' comments in the first draft of our feedback, make sure that the content reads clearly and addresses points of confusion.</li> <li>• Try to style tables and charts for improved reading (e.g. borders, shading, etc.)</li> <li>• The report is using 3-year old data, and a new survey has been administered this Spring. The committee has agreed to wait to see the 2<sup>nd</sup> draft of this Review until current data can be incorporated. This will necessarily push the second review to the Fall 2015.</li> </ul>		
10. Adjournment	S. Ama	1:50 PM		

Meeting Chair:

Recorder:

Open/ Closed