



Program Review Committee  
 August 25, 2015  
 EW 207, CCC Confer  
 12:30-2:00pm

Present:

Absent:

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	S. Ama			
2. Approval of Minutes & Action Items	S. Ama	Approved the minutes for the following meetings from the 14-15 academic year: <ul style="list-style-type: none"> <li>• March 17, 2015 approved with no changes</li> <li>• April 14, 2015 approved with no changes</li> <li>• May 8, 2015 approved with no changes</li> </ul>		
3. Approval of Agenda	S. Ama	Approved with no changes		X
4. Discussion of Engineering and A&R Program Reviews	S. Ama	General discussion about changes, if any were needed		X
5. Engineering Program Review – 2 <sup>nd</sup> Reading	S. Ama	The program review was approved without changes. John Stenger-Smith will contact Laura Vasquez, Academic Senate President, to have the Engineering Program Review included on the next possible Academic Senate Agenda		
6. Admissions and Records Program Review – 2 <sup>nd</sup> Reading	S. Ama	The program review was approved without changes. Jennifer San Nicolas did a really thorough job. The next step is to put the program review on the College Council agenda and present it at the next available meeting.		
7. Program Reviews due 15-16 Academic Year	S. Ama	<ul style="list-style-type: none"> <li>• ACCESS – Paula Suarez will have the program review to the committee for the November meeting</li> <li>• Student Activities – Pam Godfrey was just hired into the position and will work on the program review for presentation to the committee in the spring</li> <li>• EMT – this program review is 2 years behind, Mike Metcalf will hopefully have it completed this year. <b>ACTION:</b> Suzie will meet with Mike to see how the statewide reporting he does lines up with the college’s program review process to see if there is a way to simplify the review and use what has already been</li> </ul>		

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		<p>developed</p> <ul style="list-style-type: none"> <li>• Marketing/Public Relations – Natalie Dorrell has been working on the program review over the summer and will have it to the committee this fall</li> <li>• Financial Aid – Jennifer San Nicolas waited until A&amp;R was complete but should be able to have Financial Aid to the committee late Fall or in the Spring</li> <li>• Nursing – Annette Hodgins will bring the program review to the committee this fall</li> <li>• Program Reviews due 15-16: General Sciences, Business, Office Technology, Basic Skills, Math, Maintenance and Operations, Athletics, Learning Assistance Center</li> </ul>		
8. Other Discussions	S. Ama	<ul style="list-style-type: none"> <li>• Suzie will be scheduling a Program Review Training for this fall. Only September 25 is open for Friday mornings so she will also look at college hour as a possible time to schedule, paying attention to conflicts with other faculty meetings and activities</li> <li>• The Program Review Committee will no longer accept Program Reviews unless all of the SLO assessments and PLO assessments have been complete for a program. At the faculty chair meeting last week, Corey identified programs that were assessing PLOs this year as well as those whose program reviews are due this year</li> <li>• There has been some discussion about the need to have PLO assessments available in a public domain. SLOs should not be on a public domain because of the need to attach evidence like examples of student work. The PLOs are easier to maintain. Corey and Sylvia will continue to work on how and where to post the PLOs in or to have public access.</li> <li>• Accreditation Notice of Enhanced Monitoring: Only 71% of the college's programs have assessed PLOs. There needs to be a conversation about programs that are missing the PLO assessments but don't have a program review scheduled in the next couple of years. We will continue with the current Program Review cycle for new programs. <b>ACTION:</b> Corey will bring his list of programs that have completed the PLO assessments so we can look at the programs that still need to assess PLOs. This way we can develop plans for each individual program, including requiring PLO assessments outside of the Program Review cycle.</li> <li>• There was a continuing discussion about program reviews for those programs that also have to report to outside agencies. Suzie will look at these programs (EMT, nursing, administration of justice, others?) to see if there is a way to</li> </ul>		

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		align the program review process with the outside agency reporting. Solutions include accepting elements of the outside agency forms, adjusting the due dates of the program review cycle to be aligned with the outside agency reporting, and allowing programs to copy and paste the outside agency information into our current documents.		
9. Future Agenda Items				
10. Future Meeting Dates				
11. Adjourned				

Facilitator: Suzie Ama

Recorder: Lisa Fuller

**O** Open/**C** Closed

DRAFT