



Program Review Committee Minutes

November 3, 2014
12:30 - 2:00 PM
LRC 733 CCC Confer

Present: Suzie Ama, Lisa Fuller, Karee Hamilton, Kim Kelly, Sylvia Sotomayor, David Villicana, Steve Rogers, Christine Abbott, Scott Cameron

Absent: 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		x
3. Public Relations/Marketing	S. Ama	Reviewed the narrative comments to identify minor typos. This is an excellent program review that is seen as a model. It was approved as a final presentation once the minor typos are fixed. Natalie will contact Jill or Laura to add the PR on the next College Council agenda.	x	
4. EMT	S. Ama	We discussed some of the patterns before Mike arrived to clarify the points we were going to make. A good first draft of the program review. Reviewed the Narrative Feedback provided to identify a final list of recommendations. The certificate was being built to include 3 additional classes for a 12 unit certificate, but it was denied at the Regional level so there was no movement towards this. Make sure there is	x	

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		<p data-bbox="785 238 1289 334">congruency in the findings in the program review and the 3- and 6-year initiatives identified.</p> <p data-bbox="785 380 1367 621">Sylvia will work with Mike to clarify the language and grammar mistakes. In addition to grammar, spelling, sentence/paragraph structure corrections, omissions of template prompts, spelling out of acronyms, and correction of inconsistent typefaces, the following content changes were requested:</p> <ul data-bbox="835 634 1367 1019" style="list-style-type: none"> <li data-bbox="835 634 1331 727">• Elaborate on how and why EMSI does not adequately capture labor market data. <li data-bbox="835 740 1367 800">• Add a strategy that addresses the stated need to modify PLO #2. <li data-bbox="835 813 1360 946">• Ensure that strategies are clear and measurable. Keep in mind that progress on each strategy will need to be discussed annually in the AUP. <li data-bbox="835 959 1367 1019">• Clarify how the program is being offered at each of the campuses. <p data-bbox="785 1065 1367 1230">We do appreciate Mike’s work for the College and on this Program Review. It was a valiant first attempt. Approved for a first read with no objections. We will see Mike in January for the second read.</p>		
<p data-bbox="186 1243 506 1312">5. Approval of Previous Minutes</p> <ul data-bbox="237 1325 548 1511" style="list-style-type: none"> <li data-bbox="237 1325 548 1354">• September 11, 2014 <li data-bbox="237 1367 512 1396">• October 21, 2014 <li data-bbox="237 1409 506 1438">• February 3, 2015 <li data-bbox="237 1451 520 1481">• February 24, 2015 <li data-bbox="237 1494 495 1523">• August 25, 2015 	S. Ama	<ul data-bbox="835 1243 1318 1507" style="list-style-type: none"> <li data-bbox="835 1243 1318 1312">• September 11, 2014 – minutes were approved without objections <li data-bbox="835 1325 1283 1393">• October 21, 2014 – minutes were approved without objections <li data-bbox="835 1406 1276 1474">• February 3, 2015 – minutes were approved without objections <li data-bbox="835 1487 1293 1507">• February 24, 2015 – minutes were 		x

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		<p>approved without objections</p> <ul style="list-style-type: none"> • August 25, 2015 – minutes were approved without objections 		
<p>6. Review Goals</p> <ol style="list-style-type: none"> 1. Finalize process, including adding data plan to technical review, and communicate with constituents 2. Finalize Program Review content on the institutional web site. 3. Develop Program Review Moodle, as a committee workspace. 	S. Ama	<p>3. We have a program review Moodle that Suzie uses to keep herself organized, but we haven't really used it as a group. Do we want the Moodle to be more available to the group as a visual, or is what we are doing working for the group? Is there a function for committee members? Suzie will ask Justin to add committee members to the Moodle, but it might need to be moved to another server to do so. There may be other alternatives to Moodle, but we still need something that is better for committees and groups.</p> <p>2. The program review content on the institutional site is appropriate and functional. It is also updated quickly as the status of program reviews change. This goal has been accomplished.</p> <p>1. Our process, as defined, is working. However, the technical review for the data plan has not been implemented, and the committee agreed that such a review is not necessary. The data is mostly prescribed—especially in academic areas. Sylvia pointed out that most of the uncertainty about data resides with administrative units and is overcome after a department completes its first program review.</p> <p>Suzie will revise the goals and bring them to the next PR committee meeting in January.</p>		x
8. Adjournment	S. Ama	1:55 PM		

Meeting Chair: S. Ama

Recorder: L. Fuller

Open/ Closed