



Program Review Committee

Minutes

March 1, 2016

EW 207 and Videoconference with Bishop and Mammoth

12:30-2:00pm

Present: Christine Abbott, Scott Cameron, Steve Rogers, Sylvia Sotomeyer, Suzie Ama, David Villacana

Absent:

Start Time: 12:30 pm

Adjourn: 1:30 pm

Topic	Facilitator	Summary/Action Items
1. Call to order		
2. Approval of Minutes & Action Items From February 16, 2016		Approved with revised attendees list.
3. Approval of Agenda		Approved
4. Learning Assistance Center Program Review – 1st Review		Approved for a first reading: <ul style="list-style-type: none"> • Sylvia has provided a red lined copy to identify typos. Be sure to spell out acronyms the first time you use them since the PR is a public document. • Part 1: Relevance Discuss how the department aligns with the College’s mission and strategic goals. • Part 2: Appropriateness Incorporate information from sites (Access Study Hall at KRV). • Part 2: Determination of Student Needs Go back and revise this area to make sure it isn’t limited to basic skills – other students do use the service. • Part 4: Achievement Include at least a draft of the proposed AUOs for the second reading and 3/6 year strategies could be to finalize and assess the AUOs for the next PR cycle.

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		<ul style="list-style-type: none"> • Part 4: Include course titles with the course numbers to help keep the courses clear. Include the SLO verbiage since there are only 2 courses. Indirect measures are not as desirable, but perhaps completing a student survey for student perceptions will provide some data. • Part 5: Planning Add a goal to assess EDUC C005, reword second 6 year strategy to make it more actionable. Create as a goal to create the survey or assessment.
5. Financial Aid/Scholarships Program Review – 1st Review		<p>Approved for a first reading:</p> <ul style="list-style-type: none"> • An excellent first draft, a few typos but Sylvia provided a red-lined copy that identified the typos. She is willing to review the document before submitting for a 2nd review. • Part 2: Appropriateness Jennifer will send the org chart to Sylvia to see if she can embed the org chart into the document instead of having it as an addendum • Part 4: Achievement Reformat the section for the new template. • Part 5: Planning reorganize the information to provide content in the Improvements Needed section. Delete the prompts (some are highlighted in yellow).
6. Mathematics Program Review – 1st Review		<p>Approved for a first reading:</p> <ul style="list-style-type: none"> • Remove all references distinguishing online and onground programs and rework the PR with reference to 1 AS-T degree. This will help to clarify and align other areas of the PR. • The online offerings are what allows students throughout the service area to complete the degree, need to discuss all sites, especially if a goal is going to be to develop course offerings at a particular site. • Remove all prompts throughout the PR. For the CTE sections, keep the headings and indicate N/A. • Part 1: Relevance: Include CSCI and PHYS in matrix. Revise the discussion on differential equations online and discuss options students have. • Part 1: Conditions of Enrollment: discuss the prerequisite requirements for the courses in the program • Part 1: Keep the list of PLOs as 1 list – do not break out into 2 lists.

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		<ul style="list-style-type: none"> • Part 2: Remove the chart in Section 2, can be included as an appendix. • Part 2: Clarify propriety schools and clarify what is being said. Get rid of the repetition. • Part 2: Revise to address all sites of the college. • Part 2: talk to Rebecca Pang to see if she can assist in getting data that identifies majors for the degree. It is important to address the question of where students are dropping out of the program and where students are located. • Part 3: Marketing separate the discussion of the high school programs from the discussion of the prison program. Can remove the prison discussion because it doesn't relate directly to the AS-T degree, but the inmates taking the courses are expected to be released and could pursue the AS-T degree at that time. • Part 4: Achievement This entire section needs to be reworked. It seems the template got rearranged and some sections are missing. Go back to the template and make sure the headings are retained and address each of the prompts. • Part 4: Clarify the required courses and the options – CSCI is an option, not required for the degree. There needs to be congruency throughout the PR so check the degree requirements, conditions of enrollment, and achievement discussion to make sure everything is line with each other. • Part 4: SLO results analysis Be sure to explain the conclusions being drawn and make sure they relate back to other information – do not repeat findings. • Part 4: Identified wrong course as part of the major – redo with PHYS C111: Mechanics instead of PHSC C111: Physical Science Lecture. • Part 5: Planning For the goals identify the strategies from the PR discussion to develop the 3 and 6 year goals for the program. The goals need to be related to what was identified in the PR. For example, building relationships with area high schools, gathering data across courses. The goals need to be congruent with information presented throughout the PR. • Part 5: Include the prompts for each bullet so readers can understand the information being identified: <ul style="list-style-type: none"> ○ Concise description of the strategy:

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		<ul style="list-style-type: none"> ○ Measurement of completion: ○ Timeline: ○ Role(s) responsible: ● Sylvia provided a red-lined draft of typos and other corrections that need to be made and is willing to review the document before the 2nd reading.
7. Discussion Items		
8. Future Agenda Items		
9. Future Meeting Dates <ul style="list-style-type: none"> ● March 1 ● March 22 ● April 5 ● April 26 		
11. Adjourned		1:55pm

Facilitator: Suzie Ama

Recorder: Lisa Fuller