



**Program Review Committee**

**Minutes**

**March 22, 2016**

**EW 207 and Videoconference with Bishop and Mammoth  
12:30-2:00pm**

**Present: Christine Abbott, Suzie Ama, Scott Cameron, Steve Rogers,**

**Absent: Lisa Fuller, Karee Hamilton, Kim Kelley, Corey Marvin, Sylvia Sotomayor, David Villicana**

**Start Time: 12:30 pm**

**Adjourn: 1:30 pm**

Topic	Facilitator	Summary/Action Items
<b>1. Call to order</b>		
<b>2. Approval of Minutes &amp; Action Items</b> From March 1, 2016		Approved
<b>3. Approval of Agenda</b>		Approved
<b>4. Learning Assistance Center Program Review – 2<sup>nd</sup> Review</b>		<p>Recommended for approval for a second review, pending the gathering of a quorum of the committee and the completion of minor changes:</p> <ul style="list-style-type: none"> <li>• Move verbiage pertaining to linkages to college mission and strategic goals into Part 1, Section 1. The Executive Summary should be a summary of key points from throughout the document—not the initial and in-depth treatment of a topic.</li> <li>• Minor grammar errors:               <ul style="list-style-type: none"> <li>○ Under Relevance, a capital letter is missing in "learning Assistance Center."</li> <li>○ Under Usage &amp; Satisfaction Data, the term "undup" is used, but I'm not sure what it refers to.</li> <li>○ At end of Part IV, there is a sentence that reads "Course work in the GED academy are not static." In following sentence, course work is referred to as "they."</li> </ul> </li> <li>• Check with Sylvia for style: Should work titles be used, rather than personal names?</li> </ul>

Topic	Facilitator	Summary/Action Items
<p><b>5. Business Programs Program Review – 1<sup>st</sup> Review</b></p>		<p>Recommended for approval for a first review, pending the gathering of a quorum of the committee. The following changes are requested for the second review:</p> <p><b>Executive Summary</b></p> <ul style="list-style-type: none"> <li>• Under actions to be taken, words like should, needs to, should be, and must be do not imply that the actions WILL be implemented in the future. Use stronger language to indicate what action will be take.</li> <li>• List which campuses are served and if there is also an online option.</li> </ul> <p><b>Part 1 Relevance</b></p> <ul style="list-style-type: none"> <li>• First sentence on page 15 needs to be restructured.</li> <li>• Conditions of Enrollment: change to Not Applicable.</li> <li>• You copied and pasted the verbiage about Financial and Managerial Accting in the discussion of the BUSN AS, which doesn't require Managerial Accounting. Check to make sure all courses are correct.</li> </ul> <p><b>Part 2 Appropriateness/</b></p> <ul style="list-style-type: none"> <li>• Section 6: spelling 1.2% and 2.6% increase is projected.</li> <li>• Section 3: CSU, etc accept <b>most</b> of the degree's courses... Which ones do they not accept? Matt is going to elaborate on the fact that those that are not accepted are generally accepted as general electives.</li> <li>• Section 8: A list of committee members is required.</li> </ul> <p><b>Part 3 Currency</b></p> <ul style="list-style-type: none"> <li>• Section 1: spelling employs?? Page 30, "employees" should be "employs"</li> <li>• Section 5: apostrophe is not needed.</li> <li>• Section 5 Marketing (pg 31) suggest including participation in our annual Career Exploration Day event.</li> <li>• If there is a BSAD instructor at ESCC, why isn't there any mention of ESCC and the</li> </ul>

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		<p>other sites? Matt will reword this to clarify.</p> <p><b>Part 4 Achievement</b></p> <ul style="list-style-type: none"> <li>• Results section of PLO D on page 38, Completed should not be capitalized.</li> <li>• Remove period at the bottom of page 39.</li> <li>• In 2 places, need to insert the word <b>were</b> at the bottom of page 40. (i.e. 6 sections of Financial Accounting examined.)</li> <li>• Is apostrophe needed at the top of page 44? Students' as well as student's appears in several places.</li> <li>• Full time hyphen? (Check with Sylvia for style guide)</li> <li>• For PLO B of the Business AS-T degree, you mention that the target may need to be re-examined. The target is already at 70%--the SLO committee would not recommend dropping it below 70%. Reword to make it clear that the target will not be lowered.</li> <li>• "On-line" should be spelled "online" (No capital and no hyphen.)</li> </ul> <p><b>Part 5 Planning</b></p> <ul style="list-style-type: none"> <li>• Drop the s on "needs" on second to last sentence on p. 50</li> </ul> <p><b>Overall Impression</b></p> <ul style="list-style-type: none"> <li>• Look for apostrophe errors throughout (students, students' etc.)</li> <li>• The committee strongly praises this Program Review! Great first draft!!</li> </ul>
<b>7. Discussion Items</b>		Check with Corey whether Math should include achievement data for CSCI courses.
<b>8. Future Agenda Items</b>		
<b>9. Future Meeting Dates</b>		
<ul style="list-style-type: none"> <li>• April 5</li> <li>• April 26</li> </ul>		1:55pm

Facilitator: Suzie Ama

Recorder: Suzie Ama