Program Review Committee
Minutes
April 26, 2016
EW 207, Video, CCCConfer
12:30pm-2:00am

Present: Kim Kelly, Steve Rogers, Scott Cameron, Suzie Ama, Lisa Fuller, Christine Abbott, Corey Marvin

Absent: Sylvia Sotomayor, Karee Hamilton, David Villicana

Start Time: 12:32 pm   **Adjourn: 1:50 pm**

Topic	Facilitator	Summary/Action Items
1. Call to order		
2. Approval of Minutes & Action Items	S. Ama	The minutes from April 5, 2016 were moved to the first meeting in the fall semester.
3. Approval of Agenda	S. Ama	The agenda was approved.
4. Business Office Technology Program Review – 1st Review	K. O'Connor	• Sylvia will provide a red lined copy for typographical errors. • Define the acronyms at least the first time they are presented, specifically in the Executive Summary. • The Executive Summary was clear, detailed, and descriptive. • Include a heading and explanations for the charts so it is clear what information is being presented. For the PLOs and SLOs, letter them (A-F) instead of using bullets so they align with the charts. • Section 1.4 – use N/A since there are no prereqs for the program itself. This section does not include course prerequisites. • Take a look at section 2.5 to see if it can be clarified about CSCI 070 and how it shares the BSOT top code. • Part 2: p. 19, add a note that CSCI C070 is also a prerequisite for the vocational nursing program.

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		• The age distinction chart on p. 21 doesn't add up to 100%, Karen will look at the charts to make sure they include the correct percentages instead of the totals. • **The inclusion of Part 2 and Part 3 on the PR Rubric in the same box provides confusing feedback. Suzie will separate these on the PR Rubric for next year.** • Use BSOT consistently throughout the document – there are a few places where Business program is used instead. • Section 3: Assessment Method in the charts for each PLO – Karen will include the statement, "This is from SLO assessment Fall 2012" to replace the current (FA16) to clarify when the SLO assessment took place. • Karen will remove the template directions from pp. 52-53 under b. Summary of Program Learning Outcome Achievement. • **The committee will look at clarifying the instructions for the appendices so that it is clearer that the SLO information doesn't need to be included in the PR**. **The Business Office Technology Program Review was approved for a first reading.**
5. ACCESS Program Review – 1st Review	P. Suorez	• Sylvia will provide a red lined copy for typographical errors. • Executive Summary – Paula will add more information about the goals and strategies of the program as well as a discussion of the campuses served. • Define the acronyms at least the first time they are presented, specifically in the Executive Summary. • Paula will include a title page with the appropriate information. • In Section 2.7: Department Costs – the table needs to include a definition of the units (i.e. dollars). • There is a rogue template somewhere online – Suzie will look for and delete it and will send the correct template to Paula. Using the new template will correct many of the issues currently outlined in Part 4. • For Goal 3, Paula will review the data and complete the assessment instead of having it listed as pending. • Section 3 – Paula will clarify AUOs as well as differentiate between the 4 programs. • Paula will clarify the goal about increasing awareness – either increase awareness or increase participation, these are two separate actions that take different approaches towards different groups of students.

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		• Include minutes from advisory committee meetings in the appendices to support the discussion in section 5.1. • Section 5.4 expand beyond only ACCESS staff and include faculty – section 5 should including communicating college wide, specifically with faculty. Need to address all sites, including online throughout the document. • Refer to Cerro Coso, The College, or Cerro Coso Community College – Cerro Coso College is not used. • Use Title V or Title 5 consistently throughout document instead of going back and forth. • Paula will look through the organizational chart and will clarify the various titles and reporting structures. Consistently use titles like Director of Counseling for Access Programs and Director, Access Programs – it isn't clear if this is the same position or 2 different positions. The KRV reporting structure also needs to be clarified. **The ACCESS Program Review was approved for a first reading.**
6. Student Activities Program Review – 1st Review	P. Campbell	• Sylvia will provide a red lined copy for typographical errors. • The Executive Summary does not address the prompt. Pam will remove the mission statement and will develop the executive summary using the question prompts. • Part 1 Relevance – Pam will look at this section and will reorganize to more fully address the requirements. Some of the information needs to be moved to later sections. • Part 2 Appropriateness – This section was not fully developed and some sections were incomplete. • Section 2.2 – How are decisions being made if you do not have data? What are the specifics on the intentional discussions? The PR needs to be written for an audience that does not know anything about the college and department/program. There are resources available to help identify strategies: the student government group and CCCSAA both have best practices on how to make decisions with student groups and student government and activities. An analysis needs to be included.

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		• Clubs (from earlier in the document) can be included under 2.5 Service Recipients. • The surveys included in 2.6 Usage and Satisfaction Data do not seem relevant for the intent of this section. An AUO can be written about developing a survey or tool to gather usage and satisfaction data. Pam will also look to see if the CCCSSE data is relevant to this program. • Section 2.7 Department Costs – The needs of the department/program need to be discussed here, not only what there is currently money available for, but all needs, even those that are unfunded. This is also the place to discuss any income the program has. **Suzie will look at revising the template to include department/program income to clarify this section**. • Part 3. Currency – Include all of the physical resources the department/program needs, for example, presentation space for guest speakers/lecturers inside and out. What other physical resources are needed for Student Activities to be more effective? • Part 4 – Pam will consult with the SLO Coordinator, Vivian Baker, to more clearly define AUOs for the department/program. The recommendation is for the AUOs to be more student oriented – are students feeling socially integrated into the college? The information also needs to be put back into the template to clarify the various elements. • Pam will review the feedback provided for Part 5 and will address the issues – as the rest of the PR is more fully developed this section will become more clear in its development. **The Student Activities Program Review was approved for a first reading.**
7. Mathematics Program Review – 2nd Review	S. Rogers	**Approved for a second reading.** The next step is to present the PR to Academic Senate and then to College Council.
8. Process and Template Change	S. Ama	• The SLOAC requested that the SLO and PLO assessment schedule for the next PR cycle be included. • The Vice President of Academic Affairs requested that he be consulted early in the drafting of PRs. • The SLOAC has requested that Part 4 be presented to the SLOAC in the Fall. • The PR committee requested that Parts 2 and 3 be broken out in the scoring

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		rubric. There was a brief discussion about the changes, but not everyone had had a chance to review so **we will continue the conversation via email**.
9. Future Agenda Items		
10. Future Meeting Dates		This was the last meeting of the 2015-2016 academic year. Suzie will let the committee know the meeting schedule for the 2016-2017 academic year in the fall.
11. Adjourned		1:50pm

Facilitator: Suzie Ama   Recorder: Lisa Fuller