



Program Review Committee

Minutes

April 6, 2018

EW 207

10:30 am - 12:00 pm

Present: Suzie Ama, Michael Kane, Sylvia Sotomayor, Steve Rogers, Kim Kelly, Ryan Khamkongsay

Absent: Scott Cameron, Lisa Fuller, Karee Hamilton, Peter Fulks, Heather Ostash, Michael Erskine

Start Time:

Adjourn:

Topic	Facilitator	Summary/Action Items
1. Call to order		
2. Approval of Agenda	S. Ama	Approved
3. Approval of March 9, 2018 Minutes	S. Ama	Approved
4. Update on Pending Program Reviews	S. Ama	<p>ADMJ, Paralegal, Welding, Kinesiology, and Library were approved at College Council on April 5. Basic Skills will be presented at the next Academic Senate meeting and College Council on April 19. Athletics is still in need of College Council approval, and I will remind John to submit for the April 19 meeting. Heather is extensively involved in the revision of Maintenance and Operations, and it will be ready for its Second Review at our next meeting and then at College Council on May 6.</p> <p>CHDV / Early Childhood Education is in need of Second Review, but I have not received it yet. Unless we move our last meeting a week earlier, it won't be completed this semester. I'm getting little communication about the status of the Continuing Education and Child Development Center Program Reviews. I'm keeping managers in the loop. Hopefully, we will see them for their First Review at our last meeting, but these will not complete the process this year.</p>
4. Program Review Templates	S. Ama	<i>Discussion</i>

Topic	Facilitator	Summary/Action Items
		<p>The committee has identified several problems with the template over the past year. The IEC has also requested that principles from the Guided Pathway initiative also be incorporated. A Summary of changes include:</p> <ul style="list-style-type: none"> • Update instructions to provide clearer style guidelines and explain accessibility techniques for formatting (images, tables, headings). Separate PLO table data into individual tables for each PLO. • Revise Part headings to be clearer; Part 2 is essentially dealing with demand, and Part 3 is dealing with program needs. • Heather (via email) suggested prompts to be incorporated that pertain to Guided Pathways, including shared metrics, intersegmental alignment, guided major and career exploration opportunities, clear program requirements, aligned learning outcomes, assessing and documenting learning, and applied learning opportunities. • Regarding “clear program requirements” and establishment of milestones, the committee felt that arbitrary milestones would not be helpful and nearly impossible to evaluate as a committee. However, stackable certificates are commonsense milestones for CTE, and establishing a set unit value for transfer would be useful for transfer programs. • Instructional Template <ul style="list-style-type: none"> ○ Clarify that 1.4 Program Pathway includes discussion of prerequisites. This is also where significant discussion of guided pathways should reside. ○ Renumber Conditions of Enrollment to 1.5. What are non-academic requirements for the program? What are prereq courses for the program? ○ 2.1 – State mission, then discuss how the program aligns with the mission. ○ 2.2 – Rename heading to “Determination of Student Support Needs” ○ 2.4 Delete “Completers” and move to Part 4 ○ 4.4 – Clarify that only courses in the program (required or restricted electives) are reported here. ○ 4.5 – Replace tables with sentences. It will be more concise and more accessible. ○ 5.4 and 5.5 – Use accessible tables to convey strategies. • Non-instructional Template <ul style="list-style-type: none"> ○ 1.2 Omit mention of department function. This is covered in 2.1. ○ 2.3 – Rename “Service Recipients and Needs” ○ Delete previous section on Service Recipients.

Topic	Facilitator	Summary/Action Items
		<p>Ryan presented Tablo, a dashboard for program review data that the District is seriously considering for year after next. Next year, he is going to implement a temporary home-grown dashboard that will significantly improve usability of program review data.</p> <p>Suzie will collaborate with Corey and Heather on the templates, as well, to ensure that the questions are clear about the type of data that is being prompted.</p>
6. Program Review Process	S. Ama	<p><i>Discussion</i></p> <p>Managers/Deans will be required to evaluate Program Reviews with the rubric and certify that the content is appropriate and complete.</p>
9. Adjournment	S. Ama	Adjourned 12:00 pm

Facilitator: Suzie Ama

Recorder: Suzie Ama