

Agenda Program Review Committee

March 5, 2012 at 3pm in A141.

Discuss revisions to the program review procedures.

- Data requirements of ACCJC, additional data
- Program Review Committee duties
- Program Review Committee membership
- Examples from other CCCs

Discuss the annual update reports and the evaluation forms you have been using to evaluate the reports. Bring your completed evaluation forms to the meeting.

Assign reviews of annual update reports not yet reviewed.

Program Review Committee Minutes – March 5, 2012

Members present: Stacey Adams, Fredy Aviles, Stacey Adams, Vicky Beatty, Carol Eastin, Ty Mettler, Melanie Parker, Ann Steinberg, Ted Younglove

Guest present: Aaron Voelcker

Goals for today:

- Data requirements of ACCJC
- Program Review Committee Membership and Duties
- Examples from other community colleges
- Annual Reports

Handouts:

- Program Review Data Elements (3-1-2012)
- Preparing for Institutional Evaluation (ACCJC Spring 2012)
- College of the Canyons Program Review and Planning (2011-2014)

Business:

- Minutes from September and October meetings were approved.

Discussion:

- Important questions for the committee to answer:
 - How do we need to collect data and identify trends?
 - What kind of explanations are needed to justify decisions we are making?

Aaron Voelcker, Research Analyst, distributed Program Review Data Elements and discussion regarding the data we should require ensued. Mr. Voelcker stated that we must all be writing to the same data. Priority has to be placed upon developing a standard set of data, based upon both ACCJC requirements, then requiring programs use the standardized sets of data. Questions were raised regarding what data on job training should be collected. Most important for all areas is to demonstrate how the data is being analyzed and used to make decisions and changes. Whatever this committee decides should be standard data, will be provided by DIERP.

- Excerpts from ACCJC training for Accreditation Teams were distributed and special attention was called to the planning chart at the top of page 11, where the continual integration of assessment based decision-making is emphasized across all levels.
- Mr. Voelcker shared the progress he has made integrating Program Review into the WEAVEonline data base. He stressed the transparency possible if we can make WEAVE work for this process. Committee members agreed that streamlining the process was a plus and that tying together assessment data and documentation of evidence into a format usable for SPBC planning and budgeting purposes is the direction we must pursue.
- Ms. Eastin distributed sample documents from College of the Canyons and suggested we may want to model our own processes in a similar fashion. She plans to send out other program review examples from other colleges and suggests we begin with colleges who received accreditation this year, as that information will be most current and appropriate. These documents should give us a fair review of how other colleges are integrating processes. The question of how to define programs and how divisions define goals for their programs was discussed. Because our process focuses on divisions rather than separate programs, there is a need to define common threads within programs. This is especially an issue for divisions such as Technical Education and Student Services. The suggestion was made to use “disciplines” as a definition. Ms. Eastin commented that based upon our established procedures, a comprehensive report should contain one commentary or theme from the division, while summarizing each program in a coherent and comprehensive way.
- How does this happen in annual reports, which by nature, demand more simplicity and brevity? Members discussed the need to look at the goals of each report and to see that smaller annual reports lead into the comprehensive reviews. Mr. Voelcker stated that when asking the same questions over and over again, it makes sense that in a period of 4 years you would be able to examine greater trends. Program Review is meant to be a “snapshot in time”, looking at trends and differences over time. Ms. Eastin mentioned that we are not tied to a four year reporting cycle; College of the Canyons is on a two year cycle.
- Ms. Eastin asked how the rubric is working and memberships responded that it is helpful. There are still a number of annual reports that need to be read. The following reports were assigned:
 - DIERP- Ms. Parker
 - EOPS- Ms. Steinberg
 - Health Sciences- Mr. Mettler
 - IRES- Ms. Beatty
 - Math/Science and also Business/Computer Studies- Dr. Aviles

Palmdale- Ms. Steinberg and Mr. Younglove
Tech Ed and also Health Sciences – Ms. Adams
Other readers are needed fro IRES and Math/Science

In the interest of time, Committee membership and duties will be discussed at a future meeting.

Next Meeting: March 19, 2012, 3 to 4:30 p.m.