

## The Program Review Committee Agenda

April 16, 2012 at 3:30 in A141.

Agenda

Approve minutes from March 5 and 19.

Discuss the draft program review template.

Please carefully read the draft template distributed March 19 and bring your ideas and comments. A copy is attached.

<b>Program Review</b>		<b>April 16, 2012 A141 Conference Room</b>	
<b><u>Called to order:</u></b>	3:00 pm		Regular Meeting
<b><u>Chairs:</u></b>	Carol Eastin		
<b><u>Attendees:</u></b>	C. Eastin, A. Volker, T. Younglove, F. Aviles, S. Adams, M. Parker, V. Beatty, T. Mettler, A. Steinberg		
<b><u>Resource documents:</u></b>	Draft program review templates for comprehensive and annual reports Preview 'Program Review Website'		
<b>Minutes</b>			

<b>1. Opening Comment from the Chair</b>	<b>C. Eastin</b>
<p>The two committee meetings in May will focus on refining and revisions to the program review procedures, specifically the templates and committee composition. The templates for both comprehensive and annual reports will include the analysis of district data, outcomes data and specific student achievement data. That data analysis will drive division/program planning and resource adjustments as well as guide district/SPBC planning and decisions.</p>	
<b>2. Approval of Minutes</b>	
<p>A motion was made and seconded to approve the minutes of the March 5, 2012 and March 19, 2012 Program Review Committee meetings.</p> <p><b>Discussion:</b></p> <p>Minutes of the March 5, 2012 and March 19, 2012 meetings were approved unanimously.</p>	
<b>3. Opening Comments from the Public</b>	
<p>A. Voelcker and T. Younglove of Institutional Effectiveness, Research and Planning invited the committee members to examine a mock view of the Program Review web page being built by that department. This view offers access to comprehensive, peer and annual reports whereas the current IERP and Academic Senate pages have only comprehensive and peer reports.</p>	
<b>4. Review of Draft Comprehensive and Annual Templates</b>	
<p><b>Comments:</b></p> <p>S. Adams shared her concern about the difficulty of reviewing and planning at the discipline and program levels when there are no full time faculty members in the discipline or program.</p> <p>C. Eastin stated that the EVP S. Lowry wants program review completed at the division level.</p> <p>T. Mettler suggests that the district data used in self-studies be posted for broad accessibility and that the template structure encourages or requires succinct responses.</p> <p>A. Volker noted that Areas 2.3, 2.5, 3 and 4 are addressed on WEAVE so we don't need to ask these questions.</p> <p>A. Steinberg stated that resource planning should be happening in WEAVE already.</p> <p>C. Eastin reminded the group that the comprehensive and annual reports can demonstrate data analysis and elucidate decisions and actions not documented elsewhere.</p> <p>T. Younglove suggested that the Program Review parallel the Master Plan every three years for a</p>	

comprehensive Program Review.

**Discussion:** Various areas of the draft template were rearranged for better organization. C. Eastin will work with IERP to implement the changes suggested and have revised templates ready for review prior to the next meeting.

**Additional Information**

Next Program Review meeting May 7, 2012, 3:00p.m., A141