



Planning & Program Review Committee

04/19/2010

3:00PM – 5:00PM

Members:

* Present

Cheryl Marshall (co-chair) *

Charlie Ng

Denise Hoyt *

Ralph Rabago *

Gary Williams *

Gloria Harrison (ex-officio) *

Catherine Pace-Pequeño (co-chair)

Rebecca Warren-Marlatt *

Jessica McCambly *

Michelle Riggs *

Keith Wurtz *

Guest: Matthew Lee

----- Minutes -----

- I. Reviewed the memo from the President to the PPRC dated 4-16-2010 acknowledging receipt of the PPRC's planning priorities. There were a few questions and the need for some clarification. Gloria was in attendance to answer questions and she will revise the memo and re-send with agreed upon modifications.
- II. The committee re-examine draft of the PPR summary of program and effectiveness memo. The committee read through the document, discussed the contents, and recommended revisions. Cheryl will incorporate the changes and send a new draft to the committee who will have until Friday to look over one final time and contact Cheryl with any concerns. On Friday, Cheryl will send this memo to Gloria who will then send it to the campus along with the prioritized resource list.
- III. Committee reviewed a draft of the survey to be distributed following the final memos with resource priorities and the summary of program health and effectiveness to the campus. The committee made suggestions for a few revisions which Keith will incorporate and the survey will be ready for distribution. The survey is intended to gather feedback on the process for improvement next year.
- IV. Committee discussed the possible reactions from the campus with this new transparent process. There is concern that people will be upset that they will be revealed to the campus as an area that needs help. Even if they are identified as a strong program- with specific concerns, this is a new process and will probably not be widely appreciated this year. It is important that the committee link the program review process to priorities for resource allocation and distribute those to the campus. The committee believes that this year it will be shocking, but soon will become expected and will hopefully encourage units to submit thoughtful and reflective documents. The committee is also expecting that units will consider areas of their program that aren't going well and look for ways to improve.
- V. In an effort to reduce the burden and work load each committee member is responsible for, the committee discussed possible alternatives to alleviate some of the time commitment required. There are twenty-two programs scheduled for the 10/11 cycle. It was suggested that we might divide the committee in half, with each co-chair responsible for overseeing a group of approximately 5 members. There are concerns with breaking the committee up because it is important that we are all on the same page, and that the unit is reviewed by a fully representative group. If all members aren't part of the discussion and reading of the document, it would be difficult for the committee members to be familiar enough to stand behind the feedback and recommendations. We don't want to lose the unity of the group and historically the sub-committees haven't worked well, and the committee doesn't want to lose the big discussion. In the opinion of the committee members, the result of this process justifies the labor.
- VI. The committee believes that this year we should be more consistent, as we become more familiar with the

process. Committee members are now more familiar with what we are looking for. The committee would like to add another column to the rubric so that we as committee members can include points for discussion separate from feedback comments to the unit.

- VII. Committee agreed that we should begin the 10/11 process in the fall. There are several reasons for this including; this would lessen some of the load on student service units who were being asked to prepare documents during their busiest time of year. Also, Matthew is redrafting handbook which won't be ready in time for training this summer; therefore all training would begin in the fall. It would give us the summer to make revisions and make the process a little more manageable.
- VIII. Committee agreed that a template would be a big time saver because we wouldn't need to be digging for the information; we would know where to look. We looked at a template on the district site; www.sbccd.org/programreview which isn't necessarily the same as what we would need it to be, but gives us an idea of what is possible.
- IX. The committee looked at the schedule for the next cycle and agreed that moving the start date from July 1 to the beginning of fall would make sense since we won't be meeting as a committee during the summer. The committee will shift the schedule into two due dates rather than three, which would be eleven each. The committee is not going to use subcommittees, but continue on with everyone does everything. We do think it is necessary to organize the schedule to set aside longer periods of time, such as a few half days dedicated to PPR because squeezing everything that is required into two hour meetings is very difficult. The committee will discuss this further in the fall.
- X. Keith will be attending the chairs council to review the data that will be distributed to the units this year for planning and program review. At the next meeting, Keith will be giving a presentation on the preliminary data package that he will be going over with the chairs on April 3^{0th}.
- XI. Discussed membership for next year. Committee would like existing members to mentor new members. Also discussed implementing a three year term with staggered start and end times. Committee members are concerned that because of the requirements on members, we need to train new people before existing member's burn out.
- XII. Discussed dates for training the campus. Committee recommends that some time is set aside during the opening day in service day to have a break out training for PPR training. We will also kick off the process for the units including trainings and workshops specifically for data and setting goals/objectives during the week of August 30th.

Next Meeting: 4/26/2010 3:00 - 5:00

- Presentation of preliminary data package Keith will be going over with the chairs.
- Review rubrics
- Revisit purpose of integrated planning and program review process
- Continue discussion of how to improve the planning and program review process for the 10/11 cycle.

NEXT MEETING WILL IN LADM 217 4/26/2010 FROM 3:00 – 5:00