



Planning & Program Review Committee

05/10/2010

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

- I. Minutes from 5/3/2010 approved by consensus as submitted
- II. Review of Survey Results
 - a. These results/comments will be useful in the revisions to the handbook. Including. People weren't sure what to do with the feedback; we should add written/verbal instructions such as- once you receive your feedback, you should... meet with members of your unit to discuss, use the suggestions for improvement of your program, concrete suggestions should be acted on. Unless you are told to re-do, you should consider and incorporate the feedback into preparation of future documents.
 - b. Key concepts discussed were; participation by Deans is fundamental. Over-heard in passing comment was not productive. Overall, committee was pleasantly surprised with the amount of positive responses.
 - c. Next year we would like to achieve an 80% satisfaction rating.
 - d. We need to make the campus aware that the purpose of Planning and Program Review is not about things/resources; it's about self-evaluation/improvement.
- III. Finalizing PR questions
 - a. Rick had his units answer questions in this order (1, 7, 9), (5), (2, 3, 4), (8).
 - b. Discussed 1st paragraph. Committee agreed to incorporate this list directly into the questions where it is appropriate to address them.
 - c. Question 1 is intended to be descriptive; structure, who you serve (including demographics), and what services you provide.
 - d. Internal processes include- efficiency of operations and resource use. Are things running smoothly? Do you have successful group dynamics?
 - e. Added a new question to address external factors; issues outside the control of the unit. Constraints, trends, environmental scan data. Units should address; strengths/opportunities and weaknesses/challenges, budget, job market, demographics, transfer colleges, competition.
 - f. Added to this year's question 5. Staffing- adequacy, currency in the field, professional development and training. Should also address compliance with applicable mandates (legal, safety).
 - g. Social Responsibility- Access/representativeness- population served. Student and civic engagement, promoting social representation among students. Governance- participation in shared governance by unit.
 - h. Add to existing questions 2, 3, and 4 (SLO/SAO). To merge outcomes reporting into program review- identify learning gaps. Need to connect SLOs with civic responsibility. Connect outcomes assessment process to program review. Add question- SLO/SAO cycle & results. What qualitative and quantitative measures have you used? What did you learn? What impact have these results had on your program (i.e. curriculum changes)?
 - i. Denise made changes directly to the document and will send it electronically to everyone. This summer we will work to organize and wordsmith the questions.
- IV. Agreement on Sample Documents
- V. Determination of Due Dates for 10-11

- VI. Update on PR Software
- VII. Discussion on Chairs, Membership, and Terms

Meeting: 5/17/2010

- Review Non-Instructional Rubric Draft
- Membership- Scott sent committee request to Academic Senate. This committee needs one additional student services faculty member.
- Due Dates for Program Review (Asking for 4 additional volunteers to participate in Oct 8th due date)
- Sample Documents?

Summer Tasks:

- Introduction to lessons learned to begin fall session
- Organize and wordsmith the questions for Planning & Program Review documents
- Discuss wording for how the EMP should be used when preparing Plans and Program Review Documents

NEXT MEETING WILL IN LADM 217 5/17/2010 FROM 3:00 – 5:00