



# Planning & Program Review Committee

05/17/2010

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 5/10/2010 approved by consensus as submitted
- II. Reviewed Revisions to Program Review questions, minor changes were made, committee agreed to adopt these questions for next year.
- III. Update on PR Software. By the end of May, Jason needs a list of all units, divisions, and managers (name, email address, and permissions) for hierarchical structure development.
  - a. All unit members will have editing rights, all managers up the line will be able to view while in draft form.
  - b. Deans & VPs will have comment capabilities (not required), each with their own field. Document will be able to move forward without Dean Comment.
  - c. Unit Leader (Chair/Director) will have ability to create and submit.
  - d. Once submitted, PPRC members can view, Once final, anyone with District Email can view. No public Access.
  - e. Software will allow a roll up of goals, objectives, etc. into areas and college-wide. PPRC and Gloria will have access to view those prioritized lists. Resources are categorized by one-time or on-going, and equipment, personnel, services, facilities, software, supplies, or other. Will be able to set priorities by objective at each level and export into excel file.
  - f. If units are asked to re-write their document, software will keep previous version.
  - g. Feedback provided by the PPRC will be in the form of an attachment rather than a comments box.
  - h. Currently there is the ability to track "last edited date" by document, committee would like to add by section because there is concern that people with dissenting opinions within areas will alter the document's contents without dialogue.
  - i. Ideally, Annual Planning documents will also be available through this site. More than likely won't be able to do next year.
  - j. The cutoff date is June 30<sup>th</sup> for access. There will be a "super-user" at the campus who can unlock the document if need be.
- IV. Reviewed Non-Instructional Rubric Draft, discussed variables and ratings. Keith will make revisions and send to committee via email for feedback and approval. Also made a revision to the Instructional rubric to be approved via email.
- V. Determination of Due Dates for 10-11
  - a. October 8<sup>th</sup>- ORP, CIS, CDC, HWC, Paramedics, Public Safety & Services, Allied Health/Respiratory Care
  - b. November 15<sup>th</sup>- Student Success/Counseling, Child Development, Fire Academy, Business/Accounting, Radiologic Technology, Fire Tech, EMT

Summer Tasks: Introduction to lessons learned to begin fall session, agree on sample documents

Fall Tasks: Finalize Membership & Chairs