



Planning & Program Review Committee

10/12/2009

3:30 – 5:00

Members:

* Present

Cheryl Marshall (co-chair) *

Catherine Pace-Pequeño (co-chair) *

Charlie Ng *

Rebecca Warren-Marlatt *

Wayne Bogh

Denise Hoyt *

Robert McAtee *

Jessica McCambly *

Ralph Rabago *

Michelle Riggs *

Gary Williams *

Gloria Harrison (ex-officio)

Matthew Lee *

GUESTS: June Yamamoto, JoAnn Jones, and T.L. Brink

----- Minutes -----

- I. Minutes approved for 9/21, 9/28, & 10/5 by consensus
- II. Welcome to Denise Hoyt who is replacing Kathy Crow as a faculty representative on the Planning & Program Review Committee.
- III. The scheduling of units to meet and discuss program reviews with the committee does need to be revised as some instructional units are scheduled before their due date. All units scheduled November 2 & 9 will be rescheduled for November 16 pushing the rest of the scheduled units back two weeks. This committee will use these two weeks to work on feedback to the units already reviewed.
 - A. There won't be a marketing program review; it was combined with other programs.
 - B. Cheryl will redo the schedule and send to the Dean's and the committee.
- IV. The committee is getting better with their understanding of the effectiveness rubric and we have more of general agreement on that document.
 - A. Committee members are asked to revisit all forms previously submitted to make sure we are following the guidelines and resubmit any changes to Michelle by Thursday.
 - B. Reviewed draft of guidelines: Written comments should be tied to the rubric.
- V. Reminder that questions during meetings with units should be for clarity only. We are not giving advice on how units "should" or "could" be doing things.
- VI. Meeting with Psychology

- A. Faculty is very student centered. Good history of the SLO process.
- B. Discussed curriculum and how expansion of online and advanced courses meets the mission. Specifically the development of Forensics and Disaster Management courses.
- C. Psychology would like to continue to grow their program, however wants feedback from this committee to see if we support that.
- D. SLO process this unit developed is not giving the unit any useful feedback to improve their courses. They would prefer to have more effort spent toward developing technology.
- E. Unit had some changes to the document which the committee was reviewing.

VII. Meeting with Anthropology

- A. Unit doesn't have full time faculty to represent them. The document was authored by the Psychology instructor. The SLO's and rubrics are being developed in a collaborative effort.

VIII. Committee discussed how to deal with sub-standard documents and that want to make changes after the document has been submitted. No resolve was made, committee agrees there needs to be accountability for units and their Dean.

Next Meeting:

10/19/2009 3:00-5:00

- Approve Minutes
- Meeting with Sociology, PE, and Health Education to discuss Program Reviews

NEXT MEETING WILL IN LADM 217, 10/19/2009 FROM 3:00 – 5:00