



Planning & Program Review Committee

10/26/2009

3:00 – 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 *

----- Minutes -----

- I. Discuss due dates for missing program review rubrics from committee members. Missing quite a few from Sociology, PE, Anthropology, Psychology, and Economics.
- II. Discussed Psychology Program Review- Committee agrees the unit needs to redo and resubmit Program Review Document. Cheryl will meet with TL to discuss ways to improve the document.
 - A. Unit should show thoughtful preparation and reflection.
 - B. Vision, Measurements, Curriculum, and Scheduling are all areas recommended to make improvements.
- III. The WASC Accreditation team of two will be visiting tomorrow, Tuesday October 27th to conduct a follow-up evaluation of progress toward standards.
 - A. The areas we are still missing plans from include: Paramedics (Kathy has had health problems, should receive soon), Research & Planning and Marketing (neither of these areas currently has a director), the Bookstore (New Management, need an extension), and Administration of Justice and Human Services (Both of these programs are going to be offered exclusively at Valley).
- IV. Over the past week we have been collecting signatures from all full time employees of the units who have turned in their Annual Plans and Program Reviews. Their signatures verify that they had the chance to read the document submitted and agree to its contents. During this process, units have been providing feedback as to the process thus far. Some of the suggestions that have been made include:
 - A. The committee should provide a letter to the units acknowledging receipt of the AP/PR documents upon receipt. This letter should also state a timeline of when they might expect to hear from us regarding feedback.
 - B. There have been some issues with the supporting documentation for AP/PR making it to the

committee members for review. The documents travel from the unit to the chair to the Dean, to the Co-Chair of the PPR committee, to the Committee members. Wayne suggested we have Tracy scan the documents in to SharePoint for committee members to access.

- C. There was also a request that we provide units with a checklist to ensure they have all documents completed including the signature sheet. The name of the unit, person(s) preparing the document, and the date the document was prepared is missing from many of the Plans/Program Reviews and should also be part of the checklist as we develop that document.
- V. Discussed timeline for Resource Allocation: By 1/15, Deans to have priority list of goals and resources to committee and to V.P.'s. 1/29 V.P.'s to have priority list of goals and resources to Committee and to President. 2/22 Committee to submit prioritized list of Recommendations to President. 3/12 President to have report to campus.
- VI. We were supposed to meet with the Economics department at 3:30 to discuss their Program Review. No one showed up to represent the document. Committee will continue with feedback without the opportunity for clarification.

Next Meeting:

11/02/2009 3:00-5:00

- Approve Minutes
- Discuss process and feedback

NEXT MEETING WILL IN LADM 217, 11/02/2009 FROM 3:00 – 5:00