



# Planning & Program Review Committee

**6/22/2009**

**3:00 – 5:00**

**Members:**

\*Present

Charlie Ng (co-chair)

Catherine Pace-Pequeño (co-chair)\*

Cheryl Marshall

Alex Contreras

Kathy Crow

Cidhinnia Torres Campos\*

Ralph Rabago

Gary Williams

Gloria Harrison (ex-oficio)

Michelle Riggs\*

Ted Phillips (ex-oficio)

Guests: Matthew Lee & Scott Rippy

## ----- Minutes -----

Discussed the purpose of changes to process and documents are to have planned and documented improvements based on evaluation and program review. Criteria includes that every major request is tied to a goal. Also should consider creating a plan for what to do if the request isn't funded.

Discussed Program Review Document and made the following amendments based on suggestions made from Matthew Lee:

In responding to the following questions, consider your program or service in all its aspects, such as organizational effectiveness, quality of services offered, innovation, internal processes, external constraints, relationship to other programs, the future of the field, human resources, training, finance and budget, and governance and social responsibility.

Note: Include when possible all members of the unit, a student and others outside the unit in the review of this document.

Please respond to the following:

1. Assume the reader doesn't know anything about your program. Please describe your program including organizational chart/structure, your mission (purpose), whom you serve, what kind of services you provide, and why these services are valuable, especially to students or other recipients.
2. How does your program define effectiveness, and what measures have you chosen to gauge it?
3. Please summarize the results of the measures you have applied
4. Reflect on those results and tell us what they mean for your program.
5. In answering both the following questions, please include as appropriate such areas as student performance, SLO/SAO cycle and results, curriculum, scheduling, outreach, partnerships, best practices, efficiency in using resources, group dynamics, strengths, weaknesses, innovations, etc.
  - a. What is going well and why?
  - b. What is not going well and why?

6. How did you respond to the feedback you received from your last Program Review?
7. Tell us where you would like your program to be three years from now: What is your vision?
8. Reflect on your responses to all the previous questions. On the Three Year Action Plan worksheet, enter in priority order the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. In addition, enter any resources required to achieve each objective.
9. How do your vision and goals contribute to the college's mission?

Note: We will be revising the Annual Planning Three Year Action Plan Document to reflect an objective rather than benchmark cost estimate and resources needed. The 3 Years will now be under the benchmark area to show updated status. Discussed providing documents to units each year with their data from the previous year's already in place.

Note: We will be providing a manual beginning with the instructional units asked to complete their documents in the fall with explanation and examples to assist in completing these new forms. This will not be available to the Student Services Areas this summer because it isn't complete- for these areas the committee will meet individually with them and offer trainings.

Discussed Annual Planning Document:

Altering the form to include a status update on the progress made toward goals and objectives outlined in previous plans and program reviews.

Questions Discussed:

1. Have there been any changes in your program over the past year that have had a significant impact on its effectiveness? If so, please describe the changes and their impact.
2. Please summarize the results of program effectiveness measures you have applied since your last program review.
3. Based on these results, what conclusions have you drawn about your program's progress since the last program review? Include as appropriate such areas as student performance, SLO/SAO cycle and results, curriculum, scheduling, outreach, partnerships, best practices, efficiency in using resources, group dynamics, strengths, weaknesses, innovations, etc.
4. On the Three Year Action Plan worksheet:
  - a. In section 1, please describe briefly the current status of each goal and objective you formulated in last year's program review or planning cycle.
  - b. In section 2, please enter in updated priority order the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. You may create new goals and objectives, and/or you may carry over goals and objectives from last year in original or modified form. In addition, enter any resources required to achieve each objective.
5. If there is anything else you would like the committee to take into consideration in evaluating your annual plan, please describe it.

Next Meeting:

- 6/29/2009 3:00-5:00

**NEXT MEETING WILL IN LADM 217, 6/29/2009 FROM 3:00 – 5:00**