



Planning & Program Review Committee

7/27/2009

3:00 – 5:00

Members:

*Present

Charlie Ng (co-chair)

Cheryl Marshall*

Kathy Crow*

Ralph Rabago

Gloria Harrison (ex-oficio)

Catherine Pace-Pequeño (co-chair)*

Cidhinnia Torres Campos*

Gary Williams*

Michelle Riggs*

Matthew Lee*

Guest: Kirsten Colvey*

----- Minutes -----

- I. The counseling department is busiest mid-June through mid-August; they have served 1200 students in the past three weeks with three hour wait times to see a counselor. The Planning and Program Review process requires the entire department be involved; this would necessitate the counselors take time from the students. To alleviate the reduction in service to students, Kirsten Colvey is requesting an extension to the AP/PR due dates affecting the transfer center, career center, and counseling department to September 15th.
 - a. The Assessment Center is also at their peak, assisting over 1000 students in the past three weeks and would also like to extend their due date to September 15th.
 - b. DSPS has started their process, but is also busy with assessments and will have difficulty completing by the 8/15 due date.
 - c. EOPS has new student orientations and is also struggling with the 8/15 due date.
 - d. The Student Success Center may have theirs complete by the 15th of August, or within a week of that date.
 - e. The Veterans department requires collaboration with Admissions and Records and counseling, they are also requesting an extension to September 15th.

Catherine motioned to approve these extensions, committee agreed to grant these extensions.

Committee will revisit the timeline once there is representation from the student services area.

- II. Reviewed partial draft of outline for updated AP & PR handbook: Discussion about the meaning of a “unit” Specifically Distance Education courses, ETC to write report.
- III. Committees should be completing self-evaluations. Possibly the Crafton Council should be responsible to review the effectiveness of governance structures & processes. This will be discussed at a later time.
- IV. The participation is very important to the effectiveness of the AP/PR process. Committee agrees that; At a

minimum, all permanent and as many as possible of remaining members should sign off on the document signifying that they share in the consensus of the group.

Next Meeting:

8/3/2009 3:00-5:00 – Continue Review of Handbook

NEXT MEETING WILL IN LADM 217, 8/3/2009 FROM 3:00 – 5:00

DRAFT