



# Planning & Program Review Committee

8/10/2009

3:00 – 5:00

## Members:

\* Present

Charlie Ng (co-chair) \*

Catherine Pace-Pequeño(co-chair) \*

Cheryl Marshall \*

Gary Williams \*

Kathy Crow \*

Michelle Riggs\*

Ralph Rabago

Matthew Lee \*

Gloria Harrison (ex-officio) \*

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

- I. Discussed revised Integrated Planning & Program Review Handbook
  - a. It is important that this is reviewed and updated each year, especially with the organizational reorganization
  - b. Dropping Ed Code & Title V jargon from handbook
  
- II. Discussed Health Rubrics for program health process and content. There are two ways to approach comprehensive or accuracy. Program Review assessment will be evaluated for substance- Program effectiveness and/or health, and completion of the documents- the responses to the questions met or did not meet standards.
  - i. Will take it easier on units this year, offering suggestions for what they should do next time
  - ii. Criteria used last year were goals/alignment, quality/service, processes, and cost.
  
- III. Discussed Dates & Timeline
  - a. Extending all student service units to a September 15<sup>th</sup> due date for this year. Pending dialogue with new VP, we will revisit this for next year
  - b. There were requests regarding consolidating units for Program Review and Annual Planning purposes. Ted Phillips requested the combination of CHC & PDC, Rick Hughes requested he be able to combine Oceanography, geology, and geography to one Earth Science area. This committee agreed by consensus that each department along with their dean should be able to decide what makes sense for their area and stress a detailed explanation validating this decision is included.

IV. There will not be any formal training sessions for instructional units. Cheryl will meet with the Deans and they will meet with their areas for individual training.

Next Meeting: 8/17/09

- Discuss scheduling meetings with units to go over the AP/PR documents from summer group
- Develop evaluation rubrics for new AP/PR documents
- Develop health evaluation rubric for effectiveness and efficiency or non instructional units

**NEXT MEETING WILL IN LADM 217, 8/17/2009 FROM 3:30 – 5:00**