



Planning & Program Review Committee

8/17/2009

3:30 – 5:00

Members:

* Present

Charlie Ng(co-chair) *

Cheryl Marshall *

Kathy Crow *

Ralph Rabago *

Gloria Harrison (ex-officio) *

Catherine Pace-Pequeño(co-chair) *

Gary Williams *

Michelle Riggs *

Rebecca Warren-Marlatt*

Matthew Lee *

----- Minutes -----

- I. Discussed rubric for evaluating questions on new documents as well as effectiveness/efficiency(health)of non-instructional units
- II. Data- Researcher at Valley, James is extracting data manually to provide more accurate numbers to instructional units. There are still major discrepancies with the extraction systems. CIS in particular has many errors in the ERIS longitudinal data reports.
- III. Discussed extensions of due dates
 - a. Student Services areas are due 9/15
 - b. Due to personnel changes at book store committee agreed by consensus to grant extension for Annual Plan.
- IV. Guidelines for who must attend Planning and Program Review Committee appointments:
 - a. Dean is required
 - b. At a minimum at least one other representative – for instructional units this would be a faculty member
 - c. Highly recommend chair is also present or a designated representative
- V. Upon conclusion of each appointment committee will verbally express any questions which will need additional clarity. The dean in collaboration with the units will provide in written form the feedback to answer the additional questions from the committee.
- VI. Cheryl proposed a schedule to accommodate appointments for units beginning September 21st and concluding January 18th. Committee agreed to schedule 30 minutes with each group, Cheryl will provide these dates to the deans.
- VII. Integrated planning and program review is a self improvement process. This committee will debrief at the end of the year to evaluate how well things went and what improvements are

needed.

Next Meeting:

8/24/2009 3:30-5:00

- Approve Minutes
- Continue work on rubrics
- Approve letter regarding Program Review appointments
- Discuss Annual Plans received

NEXT MEETING WILL IN LADM 217, 8/24/2009 FROM 3:30 – 5:00

DRAFT