



Planning & Program Review Committee

8/24/2009

3:30 – 5:00

Members:

* Present

Cheryl Marshall (co-chair)

Charlie Ng

Kathy Crow *

Ralph Rabago *

Wayne Bogh *

Catherine Pace-Pequeño (co-chair) *

Gary Williams *

Michelle Riggs *

Rebecca Warren-Marlatt*

Matthew Lee *

Gloria Harrison (ex-officio) *

----- Minutes -----

- I. Continued Rubric Discussion- Finalized, approved, and ready to be distributed to the campus. A draft went out to committee members on the August 19, 2009 and there were no changes.
- II. Data went to the instructional deans and they are meeting with their divisions individually. The data from 2005-2008 appears to be accurate. Units who have been involved with re-organizations are where the accuracy issues seem to be. Cheryl suggested to the deans that they encourage their units to use the 2005-2008 data and warned data prior to that may not be as reliable.
- III. Committee discussed a re-evaluation of this process at the end of this cycle. Integrated planning and program review is a self improvement process, and this committee will assess at the end of this year, evaluate how well things went, and improve as needed.
 - a. Discussion regarding campus climate survey- there are only two questions related to planning and program review. This survey is conducted in the fall and would not provide feedback for the new process. Discussed possibly adding questions to the survey for next year.
 - b. The handbook asks units to discuss this process and make comments for the committee to use in re-evaluation. Catherine will extract those comments and keep in a spreadsheet for re-evaluation discussion.
 - c. Committee would like to create a survey for feedback to this new process to be distributed on April 5, 2009 and due back April 14, 2009.
 - d. This committee will re-evaluate this year's process using the feedback from comments and surveys on April 19, 2009.

- e. May 10, 2009 P&PR Committee will be finished with self-evaluation. This will include assessment and identification of improvements to be implemented for the 10-11 cycle. July 1, 2009 the non-instructional units begin their preparation of documents. The updated forms, handbooks, and rubrics will be available by that date.
- IV. Discussed Timeline for Prioritization of 3 year action plans.
- a. The developmental budget is due the end of March. This committee needs to have all of our prioritizations completed by the first of March.
 - b. All plans due November 15, 2009 to Deans. Deans meet with their areas to prioritize. Then deans meet with their VP's to prioritize. This committee and the President will receive prioritized lists from the Vice Presidents and The President.
 - c. February 26, 2009- All Prioritized Lists from Student Services, Instruction, Administrative Services, and President's Area are due to P&PR Committee and The President.
 - d. P&PR Committee will meet March 1 and March 8, 2009 to prioritize. We will submit our recommendations to The President on March 12, 2009.
 - e. March 29, 2009 President's Priority List to be distributed to the campus.
- V. The final budget from the state will determine ultimately what will be funded. The budget, however, does not drive the priorities.
- VI. This campus is planning for the sake of improvements not simply the allocation of resources. The prioritization process this year will include prioritizing campus goals.
- VII. The co-chair and Vice President of the Academic Senate will be retiring. The Academic Senate will hold a special election for a replacement who will shadow Catherine until she leaves. The Senate will also appoint additional faculty who will serve two year term commitments to the P&PR Committee.
- VIII. Discussed feedback received by committee members from the campus at this time.
- a. Student Services would have appreciated the rubrics at an earlier date. Additional comments are they appreciate the straight forward process, and do not have any complaints about the content of the rubrics.
 - b. Minor changes are to be expected for next year. No major changes are foreseen. Most likely it will be possible wording tweaks and possibly additional questions.
 - c. This committee's guiding principle is to seek consistent improvement with the process which has been developed.
 - d. Constant dialogue within units is recommended and units should start with discussions of

recommended topics located in section 7 of the handbook.

Next Meeting:

8/31/2009 3:30-5:00

- Approve Minutes
- Approve letter regarding Program Review appointments
- Discuss Annual Plans received

NEXT MEETING WILL IN LADM 217, 8/31/2009 FROM 3:30 – 5:00

DRAFT