



# Planning & Program Review Committee

9/21/2009

3:30 – 5:00

## Members:

\* Present

Cheryl Marshall (co-chair) \*

Charlie Ng \*

Kathy Crow \*

Ralph Rabago \*

Wayne Bogh \*

Robert McAtee \*

Jessica McCambly \*

Catherine Pace-Pequeño (co-chair) \*

Gary Williams \*

Michelle Riggs \*

Rebecca Warren-Marlatt \*

Matthew Lee \*

Gloria Harrison (ex-officio) \*

GUESTS: Joe Cabrales, John Muskavitch, Fermin Ramirez, Ericka Paddock

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

- I. Gary motioned to approve all prior minutes as submitted, Kathy seconded, motion carried unanimously.
- II. Explanation to units before committee beginning: This is not an inquisition. We are trying to improve the process and last year realized this committee had some questions when examining the documents to which the unit members would be able to provide clarification. This is a very informal conversation in which this committee would also like to provide training and information to the campus on this process and answer any questions the units might have. There are two rubrics, one regarding the completeness of the document and the other which the effectiveness of Program is rated.
- III. Financial Aid Program Review:
  - A. Discussed effectiveness measures; the number of students served, increase in number of participants, turnaround time to process files.
  - B. Would like explanation of how office views financial aid. If the 5 different types of awards have different target groups. Who is served & if there is a way to track prospects & inquiries as well as contact hours.
  - C. POS & Cash for College Surveys are good. Is it reasonable to set a goal to obtain efficiency figures? What is the average cost to process each application?
- IV. Student Life Program Review
  - A. Set a nice standard. SLO's directly related to the student government to develop students that Ericka spends the most time with. Develop Accountability using a rubric with 5 levels

of behavior tracking three times each year.

- B. Discussed effectiveness measures; table 6 shows primary events and # of attendees.  
Would like to see goals set. Is there a way to quantify- efficiency measured as a ratio- average cost of each activity/event? Ericka has those numbers & will include in future.
- C. Uses nationwide standards to determine what a “good student life program” looks like.  
The students determine how they measure the success of each event. Success linked to best practices listed on page 10.
- D. Concerns are with the increase in training to students, there is a steady increase in success. Limited resources, space, & services threaten program’s growth as student body increases.

Next Meeting:

9/28/2009 3:00-5:00

- Approve Minutes
- Discuss Financial Aid and Student Life Feedback.
- Meeting with DSPS & Assessment to discuss Program Reviews

**NEXT MEETING WILL IN LADM 217, 9/28/2009 FROM 3:00 – 5:00**