



Planning & Program Review Committee

9/28/2009

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: Kirsten Colvey, Mary Licerio, Mildred Douthit

----- Minutes -----

- I. Discussed Student Life Document Rubric Responses from Committee. Consensus from committee that it meets expectations with the exception of #8- 3 Year Action Plan. Request it be revised and resubmitted two weeks from the time memo is received.
 - A. Program rubric document title should be: Program Effectiveness rather than Program Health. Committee reached consensus on ratings and comments of this Student Life Document.
- II. Recommendations to the President will be provided later. A memo will be sent to units with feedback only at this time.
- III. Financial Aid Effectiveness and Document rubrics have discrepancies. Discussion regarding scores and comments. Committee members to each revisit their responses and resubmit to Michelle for further discussion next week.
- IV. DSPS Program Review Discussion with members from unit. The purpose is to provide clarity of the document and its contents.
 - A. SAO/SLO- Implementation/Process. Not through cycle yet. Collecting Data. Focus on understanding how to access services. Would like to do POS survey in the Spring.
 - B. Technical Issues- SARS installation should be October 7th and will assist in measuring lab time/frequencies.
 - C. DSPS is funded by student's disability type. They must have four or more contacts to

receive funding.

D. Potential Effectiveness Measures: Wait time, graduation rates, tram wait times.

Contacts/headcounts.

E. Good start on how to institutionalize some of the services due to budget cuts. Would like to see how department fits into other campus services and counseling. DSPS plans to utilize LRC to help with tutoring.

F. Due to FERPA, privacy restrictions it is the responsibility of the students to disclose disabilities to instructors. Instructors can refer to DSPS.

V. Assessment Program Review.

A. Frances Southerland was going to attend however she was unable due to a medical issue.

B. Matriculation is a legislative mandated program tying together counseling, orientation, assessment and is standardized across the state.

C. Effectiveness Measures: Want more students to see a counselor develop Ed Plans and set goals for greater retention and persistence. Would like an exit survey for graduates or those obtaining an IGETC certificate. Possibly have faculty rate counseling.

D. Unit has a good handle on what data is needed and how it will be used. Student Success is tracked through SARS, No SLO/SAO persistence data. Support students who are at high risk.

E. Good Three Year Action Plan- Maintaining current levels of service, systematic evaluations.

VI. Suggestion: Training should be provided to campus on what is a goal and an objective.

Next Meeting:

10/5/2009 3:00-5:00

- Approve Minutes
- Discuss Financial Aid DSPS & Assessment Feedback.
- Meeting with Admissions & Records and EOPS to discuss Program Reviews

NEXT MEETING WILL IN LADM 217, 10/5/2009 FROM 3:00 – 5:00