



Planning & Program Review Committee

6/8/2009

3:00 – 5:00

Members:

*Present

Charlie Ng (co-chair)*

Catherine Pace-Pequeño (co-chair)*

Cheryl Marshall*

Alex Contreras

Kathy Crow

Cidhinnia Torres Campos*

Ralph Rabago

Gary Williams*

Gloria Harrison (ex-oficio)

Michelle Riggs*

Ted Phillips (ex-oficio)

----- Minutes -----

Annual Planning Process Discussed:

1. Unit completes plan
2. Unit forwards plan to Dean/Director
3. Dean/Director meets with units to discuss and develop the summary plan and prioritization
4. Dean/Director forward summary plan and prioritized list to Vice President/President and P&PR committee
- 5A. President meets with Directors, Vice President meets with Deans/Directors for Division Prioritization
- 5B. P&PR evaluation of Deans/ Directors plans and prioritize all requests
- 6A. Vice President sends plan and prioritization to President
- 6B. P&PR send evaluations of plans to V.P.'s and Deans/Directors and prioritizations to President
7. President prioritizes and reports back to campus on resource allocation

Draft of Program Review Questions:

Committee would like to see:

Where they are, where they want to be, what it will take to get there.

1. Assuming your reader doesn't know anything about your program; describe program including org. chart/ structure: (Also include distance education courses)
Tell us about your program. (who/what)
What is your mission (purpose), who do you serve, how do you serve them & why?
2. What evidence do you have and why do you use it to measure your performance and determine effectiveness and success.

3. Utilizing the results of the evidence (information) above reflect on and describe (analyze/interpret)
4. What is going well & why?
5. What is not going well & why?
 - Curriculum
 - Partnerships
 - Best Practices
 - Group Dynamics
 - SLO Cycle
 - Strengths
 - Innovations
6. What feedback did you receive from your last Program Review? How did you respond to it?
7. Describe where you would like your program to be in five years from now (vision)
8. How does it (your vision) fit with the college's vision, mission, and goals
9. Action Plan/ Resources Needed: Operational and Vision
Goals, objectives, timeline, resources, person responsible.
Considerations:
 - Services offered/level of quality
 - Human Resources, Training, innovation
 - Organizational Effectiveness and Internal Processes
 - Finance and Budget
 - Governance and Social Responsibility

Next Meeting:

- 6/15/2009 3:00-5:00
- Continue designing questions for Program Review and discuss questions for Annual Planning
- Discuss training for these documents.

NEXT MEETING WILL IN LADM 217, 6/15/2009 FROM 3:00 – 5:00