



Planning & Program Review Committee

6/29/2009

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-officio)*

Michelle Riggs*

Ted Phillips (ex-officio)

----- Minutes -----

Discussed Program Review Document and made the following amendment:

Q.8. Reflect on your responses to all the previous questions. Complete and/or update the Three year Action Plan worksheet, entering in priority order the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. In addition, enter any resources required to achieve each objective.

Cidhinnia moved to approve the revised Program Review document. Cheryl seconded the motion. Motion carried unanimously.

Updated three year action plan document to increase clarity. Charlie discussed his conversation with Matthew Lee and the long-range financial projections worksheet.

Goal				
Resources	Rationale	Cost/Savings		
		9-10	10-11	11-12
Actions/Tasks	Timeline	Person Responsible		

Discussed Annual Planning Document: Made changes to the intro, question 1, and question 4 as follows: As you answer the following questions, please draw on both quantitative and qualitative evident. If you need assistance in identifying sources of data, tables, graphs and other quantitative information please contact the Office of Research and Planning.

1. Have there been any changes in your program over the past year that has had a significant impact on its goals and/or effectiveness? If so, please describe the changes and their impact.
4. On the Three Year Action Plan worksheet please enter, in updated priority order, the specific program goals and objectives you have formulated to maintain or enhance your strengths, or to address identified weaknesses. You may create new goals and objectives, and/or you may carry over goals and objectives from last year in original or modified form. In addition, enter any resources required to achieve each objective.

Units who will begin program review and Annual Planning 7/1 will have these documents hand delivered, have the opportunity to attend any upcoming PPR committee meeting, and be given one-on-one training to help with the completion of these documents.

Next Meeting:

- 7/6/2009 3:00-5:00

NEXT MEETING WILL IN LADM 217, 7/6/2009 FROM 3:00 – 5:00

DRAFT