



# Planning & Program Review Committee

7/6/2009

3:00 – 5:00

## Members:

\*Present

Charlie Ng (co-chair)\*

Catherine Pace-Pequeño (co-chair)\*

Cheryl Marshall\*

Cidhinnia Torres Campos\*

Kathy Crow\*

Gary Williams\*

Ralph Rabago

Michelle Riggs\*

Gloria Harrison (ex-officio)

Ted Phillips (ex-officio)

----- Minutes -----

Discussed Program Review Document and made amendments: Between existing questions 4 & 5, add Q. 4 from AP document.

On 3 Yr Action Plan, need to put savings in parenthesis to differentiate between costs.

Discussed draft of manual for AP & PR- Made changes to order.

1<sup>st</sup> - Will be definition, purpose, and objectives of AP & PR.

2<sup>nd</sup> - Add components of PR and AP with detailed instructions including examples of answers to questions. Would like to add color or tabs to make identifying the section pertinent to the department/unit easy- Instruction, Administration, Student Support Services.

On checklist need to add Action- Deans & VP's responsible for reviewing documents before submitting to committee. Also the Action – Scheduling to meet with the P&PR Committee.

Discussed in detail the remainder of the draft and adjustments to improve the manual.

The Planning and Program Review Committee has lost member Alex Contreras, Vice President of Student Services due to retirement and will lose member Cidhinnia Torres Campos, Director of Research and Planning due to resignation as of July 31<sup>st</sup>. It is not clear whether either of these positions will be filled, leaving the committee two less members. This committee will seek input from the Academic Senate President and College President before making a recommendation for appointment.

There was a conversation regarding the possible development of a Budget Committee to be further discussed at the next meeting.

## Next Meeting:

- 7/13/2009 3:00-5:00

**NEXT MEETING WILL IN LADM 217, 7/13/2009 FROM 3:00 – 5:00**