



# Planning & Program Review Committee

7/20/2009

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)

Matthew Lee\*

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

- Discussed draft of manual for AP & PR: Matthew Lee is taking the lead on this manual. We would like to keep the manual as short and simple as possible while using training, and links on the website for further information, clarification, and appropriate resources. Possible links might include; sample surveys, SLO/SAO interactive site, ideas for discussion prior to answering questions, and sample answers to questions. The manual will begin with a broader answer to “Why Program Review, Planning, and Resource Allocation?” The message to the campus needs to be that effective planning doesn’t ever end, it is a continuous cycle, and should be self re-enforcing. The purpose is setting priorities, goals, and objectives; we need to send a clear message that resources are not goals. This is especially important as resources will be scarce and we need to plan accordingly. Integration of program reviews, planning, and resource allocation is crucial to the accreditation committee and also sound practice. We want to provide guidelines and ideas to help with discussions but avoid any confusion about a new set of questions. Also discussed incorporating curriculum review with the program reviews.
- Cheryl and Charlie provided a detailed list to support discussion amongst units when completing Program Review Question #5.
- Cidhinnia and Michelle- Provided draft examples of answers to questions #2, #3, and #4 for the Program Review as well as a draft of the Annual Plan. Members are to read, review, and provide feedback on these at the next meeting
- Discussion regarding data: Committee would like alternative ways for units to collect specific data; surveys are an option however without a director or assistant there would be limited support available. Also the retention data is inaccurate, triggering concerns with the reliability of the longitudinal data that is being provided.
- Committee will need to develop rubrics to rate the documents, this will be ongoing as this year progresses. We will use Instructional unit rubric for retention, persistence, etc.

- There was discussion regarding the importance of having everyone from the department and others from outside the department review these documents. An option for instructional units might be to have all full time faculty sign off to say they have read what is being submitted. Also we need to stress the importance of adjunct faculty being involved with this process as well.

Next Meeting:

7/27/2009 3:00-5:00 – The Counseling Department will be attending to ask for an extension to their due date. Committee members should email to the others their portion of the Program Review Questions by Thursday for review and feedback at meeting. Matthew Lee will email a revised draft of the manual to Catherine to distribute to committee members by Thursday; please be prepared to give feedback on Monday.

**NEXT MEETING WILL IN LADM 217, 7/27/2009 FROM 3:00 – 5:00**