



# Planning & Program Review Committee

11/16/2009

3:00 – 5:00

## Members:

\* Present

Cheryl Marshall (co-chair) \*

Charlie Ng \*

Wayne Bogh

Robert McAtee

Ralph Rabago \*

Gary Williams \*

Gloria Harrison (ex-officio)

Catherine Pace-Pequeño (co-chair) \*

Rebecca Warren-Marlatt \*

Denise Hoyt \*

Jessica McCambly \*

Michelle Riggs \*

Matthew Lee \*

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

Matthew met with student government to discuss Ed master plan proposed goals and joined after 4PM.

I. Discussed additional changes to scheduled meeting dates with units:

11/23- IntDis, ASL

11/30- Philosophy/Religious Studies, Art

12/7- Music, Foreign Language

1/25- History, Political Science, Math

II. Discussed sample feedback memo. Committee agreed by consensus to use this document. Catherine will have it posted on the website.

III. Discussed document rubric.

A. We will leave the individual comments in a bulleted format and make a note differentiating them from the overall consolidated comment. Note: In some cases the individual comments may differ from overall comment because the overall comment is developed after committee dialogue.

B. All X's will be removed and changed to %.

IV. Discussed Effectiveness rubric.

A. Will remove all #'s and show only total to remove confusion. This will be done after discussion to ensure inter-rater reliability.

V. Discussed cover memo.

A. Need to add a disclaimer that recommendations to the President will be available at the end of the process. Will have only a summary feedback from the committee, and will

remove the current section that says Recommendation to the President.

- VI. The process will be as follows: Committee members to submit rubrics to Michelle who will consolidate and send to Jessica. Jessica will write summary committee statements for document rubric and forward to Rebecca. Rebecca will add rubrics to the feedback document and comments to the units from the committee. This first draft will be reviewed by the committee and any changes will be made, the individual X's and #'s will be removed, and the % and total average will be inserted. The committee will receive the final draft at the following meeting for signatures and distribution to the units.
- VII. Homework for committee members: Read through comments and make notes for recommended changes to other feedback documents. Keeping in mind that we need to offer constructive criticisms and recommendations rather than comments that might come across as mean.
- A. Committee members should have rubrics for Chemistry to Michelle by Thursday November 19<sup>th</sup>.

Next Meeting:

11/23/2009 3:00-5:00

- Approve Minutes
- Meeting with IntDis and ASL
- Discuss feedback to units

**NEXT MEETING WILL IN LADM 217, 11/23/2009 FROM 3:00 – 5:00**