



Planning & Program Review Committee

12/7/2009

3:00 – 5:00

Members:

* Present

Cheryl Marshall (co-chair) *

Charlie Ng *

Wayne Bogh

Robert McAtee

Ralph Rabago *

Gary Williams *

Catherine Pace-Pequeño (co-chair) *

Rebecca Warren-Marlatt *

Denise Hoyt *

Jessica McCambly *

Michelle Riggs *

Gloria Harrison (ex-officio)

----- Minutes -----

Guests: Rick Hogrefe, Jeffrey Schmidt, Marina Kozanova, & Snezana Petrovic

- I. There was a miscommunication with the Art department and Snezana would like to attend today's meeting for feedback. Discussed ideas of what to say to them to expedite the meeting since the committee had already reviewed the document with Jessica last week.
- II. Reviewed dates/tasks for committee at December-February meetings.
 - A. On the document rubric question 1, discussed if the word should be courses rather than services? Decided services is appropriate because it is more than simply courses and should include extracurricular activities, learning communities, clubs, etc.
 - B. Document rubrics have had very few comments for Jessica to work with in preparing a cohesive statement; please include any thoughts on rubrics that you may have.
 - C. Robert is missing these meetings because their office is too busy. He sent an email stating that the wait time for students is too long for him to be out of the office.
- III. Music department submitted their Program Review document on Friday December 4th with a scheduled meeting date with the committee on Monday December 7th. Since the committee members didn't have a chance to review the document we will reschedule with them for January 11th. The committee is concerned with the time constraints for that meeting since we will be speaking with three areas.
- IV. When reviewing the process, we need to lay out how to handle late submissions and missed meetings with the committee so we are consistent in the decisions made.
- V. There will not be a meeting on December 14th- final week. The committee will not meet again until January 11th. Any unfinished memos and signatures will be done via email during this break so we can get the feedback memos out to the units.

VI. The committee discussed the necessity of a memo to the Interdisciplinary program addressing their program review document submitted. The committee agreed that this area isn't really a program and referred the task of a feedback memo to the VPI.

VII. Met with Foreign Language

- A. Document is well done. There is a clear mission & explanation of the services provided. Great analysis of the results & an inspiring vision.
- B. Discussed additional languages: Want to offer students choices, especially those that already speak Spanish. French is being revived on campus and is a popular language as a continuation of offerings in high school. There has been a lot of interest in Japanese, possibly related to animation, also a good instructor. Arabic is growing in popularity with the war; curriculum has been developed to compliment the program at Cal State San Bernardino, currently in articulation process. Would also like to add Russian which is a rare language and is also in the articulation process.
- C. This unit is discouraged because budget cuts have forced dropping sections rather than growing the foreign language department. With cutting rather than expanding, they will determine if adding a language is of more benefit than continuing the current offerings.
- D. This unit would like to bring in the use of more technology. The ELMO was specifically listed because of the fact that it is #D, easy, convenient, and would reduce waste with handouts. Room 107 doesn't have a computer.
- E. There was discussion of adding next semester a course which is in line with the college vision. This would be a medical based Spanish course. This course would be instated prior to offering Arabic, a similar course was offered at one time and this unit intends to re-design the course for successful requirements.
- F. There is a great effort in involving PT faculty in the assessment process and their goal 1.2 is to continue the SLO cycle.
- G. There has been a problem with the Spanish tutor who has been replaced; they would like to add a tutor especially for evening students to improve retention in Spanish 101. There are currently no tutors for French or Japanese.
- H. Currently French has a low retention/pass rate. This unit is monitoring with not much data history, it is difficult to determine the cause.
- I. Discussed transfer courses vs. conversation courses.

VIII. Met with Art

- A. General feedback; good description of program, mission, vision, alignment with the college, SLOs

& assessment. Great marketing, partnerships, and outreach; great connection and communication with alumni. The document was thorough, reflective, and there was great use of both qualitative and quantitative data.

- B. The budget history is that the change in deans and being unfamiliar with Financial 2000 caused this unit to have unspent money in budgets they weren't aware of. Dean Hogrefe has since straightened out the issue.
- C. This unit was concerned with the three year action plan as budgeting is difficult and ambitious when trying to determine what will be available in the next three years. The committee explained that in the resource section if the unit intends to seek outside grant funds, they should make note of that.
- IX. Signed signature sheets for Financial Aid, Student Life, and Anthropology. Committee read through the feedback documents and reached consensus about the contents of these documents which are ready to be sent to the units.
- X. Reviewed feedback memo for Sociology; discussed discrepancies in faculty load- it is that each faculty fulfill their contract and that they fill their sections. The persistence, faculty ratio, and faculty load data was not included in the document however the committee will consider the data when judging the health of the program and will include notation in the memo that data from these areas needs to be included in future documents. Michelle will prepare the signatures sheet which members should come by and sign.
- XI. Reviewed feedback memo for EOPS; this feedback memo is ready to be sent to the unit. Michelle will prepare the signature sheet which members should come by to sign.
- XII. Reviewed feedback memo for Psychology; this is the first document and the committee will provide feedback for this document only this year. Catherine will confirm numbers for Pass rate, Faculty Ratio, and faculty load- then this document is also ready to send to unit. Members should sign the signature sheet on Michelle's desk to include with the feedback memo.

Next Meeting:

1/11/2009 3:00-5:00

- Meeting with Theatre, Speech, and Music
- Discuss feedback memos to A&R, DSPS, Matric, P/E Health, Econ, Chem, ASL, PARS, F/L, and Art.

NEXT MEETING WILL IN LADM 217, 1/11/2009 FROM 3:00 – 5:00