



# Planning & Program Review Committee

02/01/2010

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 \*

Keith Wurtz \*

Gloria Harrison (ex-officio)

----- Minutes -----

Guests: Rick Hogrefe, Rich Hughes, Matt Adams

- I. Reviewed Admissions & Records and Health & PE Feedback Documents. Committee discussed minor changes and will sign final drafts at the next meeting.
- II. Committee signed Final Feedback documents for Matriculation and Economics and will submit those to the units.
- III. Committee met with Earth Sciences Department to review the Program Review Document; good analysis, well written, nice description on SLOs and incorporation of those into the action plan. Good external partnerships.
  - A. Discussed the importance of field studies for the students and the possibility of alternate funding sources. Also addressed ability of disabled students to participate.
  - B. Courses previously offered as telecourses are being re-written for alternative distance education hybrid delivery.
  - C. This unit is using the SLO assessment and results to alter sequence of assignments.
  - D. This unit has 1 FT: 2-3 Adjuncts. Great outreach with gem and mineral society. Addition of a lab tech in this area would help keep the rock, mineral, and fossil collections in order.
  - E. The instructor gives a quiz the first week of class and contacts those who self identify as majors. The alumni and current students connect through activities coordinated by the instructor. All courses are properly articulated and there is a lot of room for potential growth.
- IV. Met with Physics/Astronomy; The vision mirrors that of the college which was described as intentional for lack of a better idea. The document as a whole tends to lack reflection and in many

ways is difficult to separate the program from the faculty. The unit did a great job of supporting observations with data.

- A. The fill percentage of Astronomy 150 is low, discussed possibility of re-arranging schedule to increase this number. There is variation in the fill due to telecourse vs. face to face. Fill rates on labs are difficult to gauge.
- B. Higher level physics courses are not offered in the evening because that would require a consistent open lab and there aren't enough personnel resources to cover that. Some lab handouts are twenty years old, this unit is in the process of revising and updating, this process has been taking place for the past 10 years and is about 60% complete.
- C. Discussed the idea of other colleges "dumbing down" their courses as a strategy to increase retention. Discussed possible consequences, and the need to research that statement to provide evidence. This instructor also plans to do an analysis of high school students entering CHC and our CHC students continuing on to four year institutions to make sure the curriculum is sufficient.
- V. Committee discussed the concept of "cookie cutter" program reviews and the repercussions of authors not really reflecting on and analyzing their unit. We also discussed this committee's role in how we handle feedback to units both in person during interviews and in the feedback documents.

Next Meeting:

2/8/2010 3:00-5:00

- Meeting with PCD and Library
- Discuss feedback memos to PARS and Foreign Language.

**NEXT MEETING WILL IN LADM 217, 2/8/2010 FROM 3:00 – 5:00**