



Planning & Program Review Committee

04/26/2010

3:00PM – 5:00PM

Members:

* Present

Cheryl Marshall (co-chair) *

Charlie Ng

Denise Hoyt *

Ralph Rabago *

Gary Williams *

Gloria Harrison (ex-officio) *

Catherine Pace-Pequeño (co-chair)

Rebecca Warren-Marlatt *

Jessica McCambly *

Michelle Riggs *

Keith Wurtz *

Guest: Matthew Lee

----- Minutes -----

- I. The memo's, prioritization list, summary, and score spreadsheet have been distributed to the campus via email and posted to the webpage:
http://www.craftonhills.edu/Faculty_&_Staff/Committees/Planning_&_Program_Review/index.php
- II. Committee reviewed a draft of the survey to be distributed following the final memos with resource priorities and the summary of program health and effectiveness to the campus. The committee made suggestions for a few revisions which Keith will incorporate and the survey will be ready for distribution. The survey is intended to gather feedback on the process for improvement next year.
- III. Committee discussed the possible reactions from the campus with this new transparent process. There is concern that people will be upset when it is revealed to the campus as an area that needs help; even if they are identified as a strong program- with specific concerns. This is a new process and will most likely face resistance this year and be more widely accepted as the campus becomes familiar with what to expect. It is important that the committee link the program review process to priorities for resource allocation and distribute those to the campus. The committee believes that this year it will be shocking, but soon will become anticipated and encourage units to submit thoughtful and reflective documents. The committee is also expecting that units will consider areas of their program that aren't going well and look for ways to improve, enhancing our educational programs and services to our students.
- IV. Keith will be making a presentation of the data that will be given to units for 10/11 Planning and Program Review at the Chairs Committee meeting on Friday. Today, Keith went over the PowerPoint and the example data to be discussed at this meeting. Keith has included 5 years data to compare Retention and Success, Census Enrollment and Share of FTES, Full-time and Part-time Faculty ratio, WSCH to FTEF ratio, and Fill Rates.
- V. Discussed timeframe for survey requesting feedback from this year to include in the improvements to the 10/11 process.
 - a. Cheryl Marshall will distribute the link by Wednesday 4/28/2010 with all responses collected through Wednesday 5/5/2010.
 - b. This survey will be sent to all staff, faculty, and directors of the areas who completed Program Review for the 09/10 cycle.
- VI. Continued discussion regarding revisions to rubrics and the scorecard approach.
 - a. Committee decided to remove Enrollment as a variable for instructional program health because it isn't within the control of the unit to determine the number of sections offered. Enrollment will still be

considered in the document quality and should still be addressed in the evaluation of each program.

- b. There is concern with the fact that the non-instructional rubric has only five areas; Rebecca and Charlie will meet to determine other areas appropriate to rate efficiency and report back at the next meeting the variables and ratings they would like considered.
- c. The committee would like to add to the data provided by the ORP- # of sections taught by FT, PT, and overload.
- d. Discussed faculty ratio- update 2= statewide average 63%-74.9% and 1=<63%.

VII. Committee looked over document prepared by Matthew Lee; Feedback to date. These ideas for suggestions in revision to the handbook as well as to the process will be considered along with the ideas collected from the survey.

VIII. Committee discussed sample agendas for feedback and organization during the May 3rd and May 10th meetings. It was decided that if we don't get through the list of tasks, committee will meet on May 17th as well.

Next Meeting: 5/3/2010 3:00 - 5:00

- Finalize schedules for PR and Plans
- Agree upon templates- PR, Plan, and Feedback Memo. (Cheryl to send Rick's template as an example)
- Agree on flow of documents
- Discuss website

Meeting: 5/10/2010

- Review survey results; discuss, revise, and finalize questions
- Finalize membership, select chairs, and agree on term lengths (Note: Sherri Wilson will replace Denise Hoyt. Denise Hoyt will be serving as Co-Chair, replacing Catherine Pace-Pequeno. We still need a Student Services Faculty member to replace Robert McAtee)
- Agree on sample documents to use and how to use them

Summer Tasks:

- Introduction to lessons learned to begin fall session (rather than a memo like last year)
- Discuss wording for how the EMP should be used when preparing Plans and Program Review Documents

NEXT MEETING WILL IN LADM 217 5/3/2010 FROM 3:00 – 5:00