



## **Program and Department Review Committee**

Report for the Classified Senate

September 19, 2013

Submitted by Helen Ward, Classified Senate Representative

### **Purpose**

Program and department quality and improvement are the primary focus of Program/Department Review. Five Year Annual in-depth reviews and yearly update reviews are conducted to assess relevance, appropriateness, student learning outcomes, department service outcomes, currency of curriculum and support services, and **to identify future needs and plans**. The Program and Department Review Committee validates concerns, trends and needs of each report. This Committee has influence with the Planning Institutional Effectiveness and Accreditation (PIEAC) on budget allocations.

The Program and Department Review Committee met on Monday, September 9, 2013. The 2013-14 members are:

Co-Chairs: Dan Johnson-faculty and Nancy Jones-dean

Classified Senate: Helen Ward and Meg Yanalunas

Academic Senate: Michael Warner-Senate President Designee, Rick Lockwood-CTE, Cheryl Stewart-Librarian, and Ann Holliday

VP of Instruction/Student Services: Vince Rodriguez

Dean of Counseling: John Colson

Committee Support: Nancy Ramirez

The Associated Student Government representative position is vacant. We are discussing the Institutional Research membership and considering adding an administrator.

### **Fall 2013**

The Committee will receive and review the following programs and departments:

- Admissions & Records
- CST/Networking
- DDL Fairview & DDL Community
- Financial Aid
- Foundation
- Gerontology
- Health, PE, and Nutrition
- Matriculation (Credit/Non-Credit) [Postponement requested]
- OLIT
- Social Sciences
- STAR
- Student Success

It is imperative that Classified Professionals contribute to the department and program report. **All five-year reports and annual reports need Classified Professionals' participation to insure accurate account of department operations and needs.** Fall 2013 reports will be conducted September

through December 2013. Department heads and/or department chairs should have requested your comments and input if your department or program is reporting in fall 2013.

### **Spring 2013**

At the September 9<sup>th</sup> meeting, the Committee reviewed three (3) department and program reports that were carried over from spring 2013:

Distance Learning  
English as a Second Language (ESL)  
Associated Student Government

Department chairs, department supervisors, deans and personnel meet with committee members for 30-45 minutes to answer questions from the report and to add information.

The Committee is drafting validation reports for these three reports. The department or program may edit or revise portions of their reports based upon the discussion outcomes and for clarification.

The validation reports are shared with PIEAC and advocate for department/program funding needs.

The finalized reports and validation reports are posted on the Committee Webpage at:

<http://www.coastline.edu/about/committees-councils/committee-groups/#anchor> Click on Program & Department Review.