

2014-2015 PROGRAM/DEPARTMENT REVIEW COMMITTEE

December 8, 2014
Fourth Floor Conference Room
1:00 pm – 4:00 pm

Minutes

Present	Members (20)	Title
		Title
X	Ann Holliday	President, Academic Senate
X	Dan Johnson	Faculty – (Curriculum Co-Chair) – Co-chair
X	Nhadira Johnson	Director, Interim Marketing
X	Rick Lockwood	Faculty – Senate (CTE)
X	Nancy Jones	Dean, Instruction (Co-Chair)
X	Jorge Sanchez	Institutional Research Director
	Cheryl Stewart	Librarian
X	Vince Rodriguez	VP, Instruction
	Helen Rothgeb	Director of Business Services
X	Helen Ward	Classified Representative
	Heidi Lockhart	Dean, Counseling & Matriculation
X	Ross Miyashiro	VP, Student Services
	Eric Garcia	Faculty (Senate) Counseling/Transfer)
	Thai Hung	Student (ASG)
	Jonathan Jimenez	Student (ASG)
X	Daniel Pittaway	Student Success Coordinator
X	Gayle Berggren	Faculty (Senate)
	Lisa Lee	Faculty (Senate)
X	Meg Yanalunas	Classified Representative
X	Aeron Zentner	Director, Institutional Effectiveness – Co-chair

Recorder: Nancy Ramirez

Meeting convened at 1:05 pm

Minutes:

The November 24, 2014 Minutes were tabled to the next Program Review Meeting.

ACTION: On a motion by Ann Holliday and seconded by Nancy Jones, the committee agreed to add Faculty Job Descriptions to the agenda.

Yes: 13

No: 0

Abstention: 0

President's Office Report:

A recommendation was made to the office to:

- Edit the numbering on Strategic Goals to reflect six and not seven
- Add page numbers to every page
- Specify who was surveyed when providing survey details (Page 4)
- Make a statement about using the pay survey in the report (Page 4)
- Reword sentence in Executive Summary regarding Accreditation 4.2 Goals and Recommendations regarding SharePoint training should include the cost
- Include in Department overview what the office has been doing for communication (open hours, lunches, newsletter, and visibility)
- Mention additional employee need such as an hourly employee for busy times
- In Section 4 under Technology Planning add agendas
- Add any partnerships that Coastline is currently working on
- In Goal 1.1 add detail for how assessment will be completed
- Provide clarification on what operational literature means
- In Table 1 each question has two questions in them "double barreled." These types of questions are not valid.
- Edit the numbering in Table 1.3
- Professional Development 2.2 should be about President's Office only
- Add the reason for social media in Section 4
- Connect any social media goals to the Marketing Department in Program Review
- Edit typo in 5.2 Budget Prioritization under goal 3.1

The President's Office will provide the committee with the revised report during the first week in January 2015.

Office of Instruction Report:

A recommendation was made to the office to:

- Add an action item to have the Office of Instruction take ownership of the schedule.
- Recommendation for Goal Achievement add a back slash between the two listed
- List the Master Plan Goals that each addresses
- Delete funding source
- Add a page number to the last page
- Provide an estimate for CTL

The Office of Instruction will provide the committee with the revised report on February 9, 2015.

Validation Results:

Co-chair, Aeron Zentner, provided the committee with a handout discussing the survey results. The handout showed that eight people responded to the survey. The committee needs at least ten people to respond to the validation results survey.

Helen Ward reported that she likes the online form and how the committee can now submit it online.

Ann Holliday reported that we need to be more careful with programs that are not thriving. There might be programs that are not going to receive resources and we need to clearly say why. We don't validate what the report says, but we do validate the data that is used.

A. Zentner reported that we could have the PAR form included in with the AIP form for additional documentation. We need to think of how we will respond when something is not going to move forward.

Daniel Pittaway reported that there should be a clear correlation between need and resource request. We need a separate category for requirements and additional data.

H. Ward requested that all reports be labeled as draft or final when being submitted.

A. Zentner will provide the committee with the link to the survey again and asked everyone to please participate.

Approve Calendar:

Ross Miyashiro, Vice President of Student Services, reported that his area is not listed on the calendar. He will write the annual report and the comprehensive this year.

Nancy Jones reported that the committee needs to add Electronics Technology to the 2015/16 year on the calendar for a separate comprehensive review.

ACTION: On a motion by Ann Holliday and seconded by Nancy Jones, the committee agreed to add Electronics Technology to the 2015/16 calendar.

Yes: 13

No: 0

Abstention: 0

ACTION: On a motion by Ann Holliday and seconded by Nancy Jones, the committee agreed to have a report from the Office of Student Services during the spring 2015 and a report in February 2015.

Yes: 13

No: 0

Abstention: 0

Program Review Training:

There will be a college-wide training workshop on February 23, 2015. There will be a session in the morning and one in the afternoon.

Co-chair, Aeron Zentner, reported that during the workshop he will go over data collection.

ACTION: On a motion by Dan Johnson and seconded by Daniel Pittaway, the committee agreed to hold a training workshop on February 23, 2015.

Yes: 13

No: 0

Abstention: 0

Faculty Job Descriptions:

Ann Holliday reported that a job description will be required for any full-time faculty position that is being requested. The job description will need to be added to the comprehensive and annual report. This is a District policy in process and our sister colleges are already doing this.

Rick Lockwood questioned why the committee is taking on a human resources responsibility. We should not have to put a document in a report that we have no intention of using.

Helen Ward questioned what impact would providing such documentation have. She would like to read the policy before making a decision on this.

Meeting convened at 3:35 p.m.

Next Meeting:

February 9, 2015