

2014-2015 PROGRAM/DEPARTMENT REVIEW COMMITTEE

October 27, 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)
	Nhadira Johnson	Director, Interim Marketing
X	Rick Lockwood	Faculty – Senate (CTE)
	Nancy Jones	Dean, Instruction (Co-Chair)
X	Jorge Sanchez	Institutional Research Director
X	Cheryl Stewart	Librarian
X	Vince Rodriguez	VP, Instruction
	Helen Rothgeb	Director of Business Services
X	Helen Ward	Classified Representative
X	Heidi Lockhart	Dean, Counseling & Matriculation
X	Ross Miyashiro	VP, Student Services
X	Eric Garcia	Faculty (Senate) Counseling/Transfer)
X	Thai Hung	Student (ASG)
	Jonathan Jimenez	Student (ASG)
X	Daniel Pittaway	Student Success Coordinator
X	Gayle Berggren	Faculty (Senate)
X	Lisa Lee	Faculty (Senate)
X	Meg Yanalunas	Classified Representative
X	Aeron Zentner	Director, Institutional Effectiveness

Recorder: Nancy Ramirez

Meeting convened at 1:05 pm

Minutes:

The October 13, 2014 Minutes were tabled to the next Program Review Meeting.

Program Review Calendar

Dr. Vince Rodriguez, Vice President of Instruction, reported that per Title V CTE needs to report every two years. We need to look at all the CTE programs and have them report. We could have them report next year if they are not due to report this year. We could try to balance them out for next year.

Dan Johnson, Co-chair, reported that moving the CTE programs in the calendar will fix the 2015 reporting cycle.

Cheryl Stewart reported that the rationale for CTE is that it is market driven. The general education programs are not the same thing. Some schools have a six year

rotation. We see what the problems are just bringing up the five year calendar. Four year and six year might make more sense for a sensible distribution.

Aeron Zentner, Co-chair, asked the committee to consider a six year calendar. The reason that the calendar has been modified is to comply with the request made by ACCJC. The programs that haven't been reviewed have been added to the calendar.

Ann Holliday reported that the calendar cannot be approved until the CTE programs are added. We could look at departments that we are already reviewing and request that the ones that are changing report early to Program Review with a more robust report.

Cheryl Stewart reported that CST was supposed to report last year. The problem is getting programs to do their self-study and provide their reports to the committee. We have never had it where we had fourteen in one year and then two the next. We attempted to spread them out evenly, but ACCJC wants us to review those that haven't reported as soon as possible.

Heidi Lockhart reported that the Counseling Department needs the extra time to report in 2015.

ACTION: On a motion by Ann Holliday and seconded by Ross Miyashiro, the committee agreed to change the calendar so that CTE programs report every two years.

Yes: 16

No: 0

Abstention: 0

Dr. Gayle Berggren reported that there are several programs that are not listed on the calendar. Electronics and Technology, and Informatics need to be reviewed.

Dr. Vince Rodriguez, Vice President of Instruction, reported that he will talk to Nancy Jones about placing the programs with another group or on their own.

Aeron Zentner, Co-chair, reported that the Foundation Office has gathered the data that the committee requested.

Daniel Pittaway asked if all the instructional programs are listed and if any are missing.

A. Zentner reported that all the main departments are listed, but there will be additions made to some of the cells.

Heidi Lockhart reported that counseling should be placed on the instructional side because some of the counselors teach classes.

Ross Miyashiro, Vice President of Student Services, reported that the Counseling Department was just recently informed that they are scheduled to report and the timeframe might be an issue.

Dan Johnson, Co-chair, reported that this is the time frame for the Counseling Department to report and the department should have known this.

Cheryl Stewart reported that there have been a lot of leadership changes in that department in the past several years. It might be in the best interest to allow the Counseling Department some extra time to gather their information.

ACTION: On a motion by Cheryl Stewart and seconded by Ross Miyashiro, the committee agreed to move SSSP (Counseling, Assessment, Transfer, Career, Outreach) to report in fall 2015.

Yes: 16

No: 0

Abstention: 0

Ann Holliday reported that Early College High School (ECHS) will need to be added to the calendar, since they were brought back as a new program.

V. Rodriguez reported that he will find a lead faculty member to report on ECHS. He will discuss this with the executive committee tomorrow during their meeting.

Heidi Lockhart reported that Outreach should be moved to report with ASG.

ACTION: On a motion by Ann Holliday and seconded by Heidi Lockhart, the committee agreed to have Outreach report with ASG.

Yes: 16

No: 0

Abstention: 0

A. Zentner reported that he just learned that the IT Department will not have to do a program review because they will be a part of the Districts program review.

Cheryl Stewart suggested that the committee review the ACCJC Standard III to see what the College is accountable for.

A. Zentner reported that he will make the modifications to the Program Review calendar to include:

- The date and the year that programs are due to report
- Move all of CTE to a two year cycle
- Add Business and Management to the Business program review
- Add Informatics to CST/Networking
- Add Kinesiology and PE to Gerontology, Health and Nutrition
- Remove IT from the calendar
- Change ASG to Student Life which includes ASG, clubs, and outreach
- Modify the time frame for Counseling to fall 2015
- Show that all centers will be completed at the same time

A. Zentner reported that the College bookstore should be taken off of the calendar because they are an outside vendor.

A. Holliday reported that the bookstore should stay on because we want a satisfaction survey from them.

ACTION: Daniel Pittaway made a motion to remove the bookstore from the calendar because they are an outside vendor. Ann Holliday seconded the motion.

Yes: 13

No: 3 (Cheryl Stewart, Meg Yanalunas, Helen Ward)

Abstention: 0

Accreditation

ACTION: Daniel Pittaway made a motion to have Aeron Zentner, Co-chair, present on how the committee is responding to the recommendation from ACCJC and on programs that have not reported. Helen Ward seconded that motion.

Yes: 16

No: 0

Abstention: 0

Aeron Zentner, Co-chair, reported that the goal for the committee is to have those programs that have not reported report in a timely manner. The committee has revised the calendar several times to make certain that everyone reports on time.

Aeron Zentner will provide Nancy Ramirez with the revised calendar for committee distribution.

Mathematics

A recommendation was made to the department to:

- Look into state information on why math has such a low retention and success rate
- Talk with the Student Success Coordinator about how to help the incarcerated students become more successful
- Redo all graphs to make them clear
- Provide more information on the five year bridge plan
- Provide information on the math placement test
- Provide more information on how to improve the relationship with the Student Success Center
- Provide SLO data
- Provide information on Assessment of outcomes
- Provide information on Rational for why the department is requesting a full-time faculty member

The Mathematics Department will provide the committee with the revised report when available.

CST

A recommendation was made to the department to:

- Have the discussion about moving the curriculum to non-credit base
- Provide information on how many students can move with their certificates to a baccalaureate program
- Provide information on Learning First program and address where the students are going
- Provide information on learning assistance and needs for students
- Provide information on resources needed for faculty to stay current in the field
- Add program new hire requests
- Provide information on academic track for transfer
- Have all of the 2005 and 2009 classes reviewed by the Curriculum Committee
- Add more global goals
- Correct spelling errors

The CST Department will provide the committee with the revised report when available.

Institutional Effectiveness

A recommendation was made to the department to:

- Provide information on the relationship between the Institutional Effectiveness Department and Accreditation
- First section of the report needs more detailed information
- Add Accreditation plans to the goals and action plan
- Correct math in section 2.4
- Provide information on projected grant funds
- Provide information on what the College can expect to receive from the funds that are being requested
- Provide an explanation on how obtaining more grants will provide the need for more employees
- Obtain detailed information on the cost of moving the entire department to a centralized location
- Add timelines to the positions being requested

The Institutional Effectiveness Department will provide the committee with the revised report when available.

Meeting convened at 3:57 p.m.

Future Reports:

- **Administrative Services (Fiscal, HR, Security, M&O)**
- **Office of Instruction**
- **Marketing/PR/Graphics**

Next Meeting:

November 10, 2014