

2014-2015 PROGRAM/DEPARTMENT REVIEW COMMITTEE

September 22, 2014
President's Conference Room
1:00 pm – 4:00 pm

Minutes

Present	Members (15)	Title
X	Ann Holliday	President, Academic Senate
X	Dan Johnson	Faculty – (Curriculum Co-Chair)
X	Rick Lockwood	Faculty – Senate (CTE)
X	Nancy Jones	Dean, Instruction
X	Jorge Sanchez	Institutional Research Director
X	Cheryl Stewart	Librarian
X	Vince Rodriguez	VP, Instruction
	Helen Ward	Classified Representative
X	Heidi Lockhart	Dean, Counseling & Matriculation
X	Ross Miyashiro	VP, Student Services
	Eric Garcia	Faculty (Senate) Counseling/Transfer)
X	Gayle Berggren	Faculty (Senate)
	Michael Warner	Faculty - Senate President Designee
X	Meg Yanalunas	Classified Representative
X	Aeron Zentner	Director, Institutional Effectiveness (Co-Chair)

Recorder: Nancy Ramirez

Meeting convened at 1:12 pm

Minutes:

The committee unanimously approved the 9/8/14 minutes with the following changes:

- **Correct the spelling on Ann Holliday's last name**

Program Review Calendar

Co-chair Aeron Zentner requested that the committee go through the revised calendar and confirm what changes need to be made.

Changes made to the Program Review 2014 Calendar:

- The years should be corrected to only reflect the fall reporting year
- Non-Instructional Department should be named Department

- Distance Education Department should have their next Comprehensive Review due in 2018 and not in 2014. The department should be moved to the Department List rather than the Instructional Program list.
- Early College High School (ECHS) should be added to the Department list
- STAR, Student Success Centers, and CST/Networking should be moved to report in the fall of 2018
- DSPS, Emergency Management, Paralegal, Science, Visual Arts, EOPS, CalWorks Care, Foundation, Garden Grove Center, and the Library should be moved to report in the fall of 2017
- Psychology and Contract Education/Military should be moved to report in the fall of 2016
- International Languages and Mathematics should be moved to report during the fall of 2015
- The Le-Jao Center should be moved to report during the fall of 2014

Co-chair Dan Johnson would like to have the centers report on the same cycle and then decide if they should report together.

A. Zentner will inform Dr. Cheryl Babler about ECHS being required to report to Program Review.

D. Johnson would like to have a separate review for Credits for College after it is implemented.

A. Zentner would like to have a follow-up for all those that are due to report. We want them to stay on track and not write the report at the last minute.

A. Zentner reported that the bookstore should be under Administrative Services and have a satisfaction survey.

Action: On a motion by Ann Holliday and seconded by Nancy Jones, the committee agreed to adopt the revised calendar.

Yes: Twelve

No: None

Abstention: None

Nancy Ramirez will send via email the revised calendar to the committee.

Prioritization Allocation Rubric

Co-chair Aeron Zentner reported that departments that are completing a comprehensive report do not need to also submit an Annual Report that year.

Dr. Jorge Sanchez created a Prioritization Allocation Rubric (PAR) document where information can be entered and saved. The document can be used as an efficient method to combine all information.

Dr. Gayle Berggren suggested that the document come with instructions on how to complete and add the information.

A. Zentner feels that the document created by J. Sanchez will help simplify the process. Instructions on how to complete the form will be embedded.

After considerable discussion on the PAR document, the committee made a motion to add to the Annual Report form in lieu of the previous section on resource requests.

Action: On a motion by Nancy Jones and seconded by Ann Holliday, the committee agreed that the additional page (PAR) should be added to all the Annual Reports.

Yes: Twelve

No: None

Abstention: None

Action: On a motion by Ann Holliday and seconded by Daniel Pittaway, the committee agreed that the non-instructional programs will still need to complete the annual report, regardless of whether they are doing the comprehensive in Fall 2014

Yes: Eleven

No: One (Nancy Jones)

Abstention: None

Nancy Jones reported that she is opposed because she doesn't understand how it will work without the Annual Report.

A. Zentner invited Nancy Jones to attend the training to understand how the Annual Report is not required.

Annual Reports

Dr. Gayle Berggren requested to make some edits in the section asking for PSLOs data. She will provide Dr. Jorge Sanchez with the suggested edits via email.

The instructions on how to get to the site will be included. People have a hard time knowing how to get to the site. The site helps Department Chairs look at their data.

A. Zentner, Co-chair, believes that links can be embedded into the document and have the information automatically transferred.

Co-Chair Dan Johnson reported that we need to keep in mind that similar programs like Social Sciences have four programs that report.

Action: On a motion by Nancy Jones and seconded by Ann Holliday, the committee agreed to have Dr. Gayle Berggren revise the PSLO section of the Annual Reports and send the changes to Dr. Jorge Sanchez.

Yes: Twelve

No: None

Abstention: None

Google Docs

Meg Yanalunas suggested that the committee use Google Docs for minutes and agendas. Using Google Docs would help the committee save time reviewing the minutes.

Co-chair Aeron Zentner would like for the committee to follow the rest of our District and use SharePoint. Program Review is a committee that could make good use of SharePoint.

Co-chair Dan Johnson would like to table the discussion until we know if we will receive SharePoint access.

A. Zentner will follow-up and get SharePoint access for the committee.

Meeting convened at 3:05 p.m.

Future Reports:

- DGA
- Business Computing
- Mathematics
- CST

Next Meeting:

October 13, 2014