

2013-2014 PROGRAM/DEPARTMENT REVIEW COMMITTEE

September 9, 2013
President's Conference Room
1:00 pm – 4:00 pm

Minutes

Present	Members (10)	Title
X	Ann Holliday	Faculty – Senate
X	Dan Johnson	Faculty – (Curriculum Co-Chair)
	Michael Warner	Appointed Representative to Represent the President, Academic Senate
X	Rick Lockwood	Faculty – Senate (CTE)
X	Nancy Jones	Dean, Instruction (Co-Chair)
	Jorge Sanchez	Institutional Research Director
X	Cheryl Stewart	Librarian
X	Vince Rodriguez	VP, Instruction & Student Services
X	Helen Ward	Classified – Senate
X	John Colson	Interim Dean, Counseling & Matriculation
	VACANT	Faculty (Senate) Counseling/Transfer
	Meg Yanalunas	Classified-Senate

Recorder: Nancy Ramirez

English Second Language

The committee agreed that the courses presented by the ESL department can be taught in the spring, since the classes will be standalone classes. Dr. Vince Rodriguez, Vice President of Instruction and Student Services, would like to see what the prerequisites are for registration. Co-chair, Dan Johnson will consult with Margaret Lovig and Marilyn Fry to see if they agree with changing the advisories on the course outlines to prerequisites. The ESL department will make the changes in CurricUNET and include documentation that content review was done to validate the prerequisites.

Institutional Research

There was considerable discussion regarding the need for data analysis, for student surveys to be completed in a timely manner, and that a better process be developed and implemented for providing data to the programs under review and have them. Data should be distributed all at once, rather than piecemeal.

It is anticipated that the new Director of Institutional Effectiveness will join the committee once hired.

Distance Learning

A recommendation was made to the department to mention important aspects about the need for additional staff support, and replace aging equipment in the Executive Summary. It was also noted by the committee that the report provided by the department is very good and comprehensive. The following suggestions were made:

- The distinction between online and telecourses should be clear;

- Provide information on the last time that telecourses were updated; Provide a general strategic plan of how to update telecourses;
- Allow time for classified staff to participate in the writing of the department report;
- Provide number of faculty, full and part time, teaching telecourses;
- Define how often tests are changed;
- Provide a list of general IT needs;
- Provide a general overview of how IT reorganization will affect the program; and
- Provide an estimate of what staffing needs will be for online growth and updating of telecourses.

The Distance Learning department will provide the committee with the revised report when available.

ASG

Co-chair, Dan Johnson reminded the committee that the validation report for ASG is due and has requested that all members send the completed report to him via email.

Accreditation Response

Co-chair, Nancy Jones will provide the committee with a chart listing all the programs that have completed a five-year Program Review.

The committee agreed that it must show that the Program Review Committee provides training and has a systematic approach. The committee will show how it is integrated into the budget process, how reports get sent to the PIEAC, provide who is responsible for getting the reports to the PIEAC, and Annual & Validation reports.

Ann Holliday would prefer for the departments that are requesting funds to be responsible for providing the report to the PIEAC.

Dr. Vince Rodriguez, Vice President of Instruction and Student Services would like to get all the reports on our website and have a planning forum for people to speak and present with a limited time frame.

Co-chair, Dan Johnson will provide the committee with a written report on how the Program Review Committee is systematic.

AIP Form Review:

Co-chair, Nancy Jones provided the committee with a blank AIP form and requested that the committee approve the document to be uploaded onto Coastline's Program Review webpage.

The committee unanimously accepted the form and approved for it to be uploaded onto the Program Review webpage.

Program Review Training Session:

A training session for five-year Program Review has been scheduled for November 4, 2013 from 2:00 to 4:00 p.m. in the Fourth Floor Conference Room.

Nancy Ramirez will send out the invite for the training session.

Future Reports:

Real Estate and Financial Aid to present on September 23, 2013

Other:

Next Meeting: September 23, 2013