



## MINUTES

### PROGRAM REVIEW COMMITTEE

DATE: January 28, 2015

TIME: 3:00-4:30 pm

PLACE: Room 507

PRESENT: Rajinder Samra, Michelle Zapata, Robin Roy, Karin Spirn, Nadiyah Taylor, Tina Inzerilla, Catherine Suarez, Christina Lee

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#### 1. Introduce Martha Zamora

#### 2. Updates on last semester's process

- Karin: send reminder to departments to submit updates
- Last semester the Program Planning Update (PPU) form template was in process. academic areas & deans did write summaries but how they were distributed was messy
- Stay with regular three year process for Program Review. No to staggering because difficult in planning process for IPC and PRC
- This year we did a PPU which was too complicated, update to make next year's PPU simpler, 2016-2017 full program review process
- Spring 2015 semester tasks:
  - Create new PPU form.
  - Start to work on larger program review sheet (looks good for accreditation purposes), add brief narrative section to the beginning, more for writers (reflective piece)
  - Work with the guidance of the the Integrated Planning Committee to work on Program Initiation Form
  - Create language for allocation forms for less pressure on Program Review; i.e. for every allocation form check one of the following: A. This was named specifically in my program review; B. This was implied heaving by information in my Program Review, explain; C. Not in program review but has become a need since that time, explain? Language would be more consistent make & more reflective of how departments plan because needs change
- Program Review form should include update, to address departments changing needs

#### 3. Next Year's Update Form

- “English Dept. Program Review Update” (2011-2012) – MODEL - useful for planning? Look at sections for direction
    - Shorter and simpler than PPU
      - Part One: Update
      - Part Two: SLO’s (have SLO section for update form?)
      - Part Three: Action Plan Templates
        - Don’t need Action Plan Templates section for PPU; change to objectives/initiatives section; Questions: have you achieved initiatives/any obstacles? What has changed? What have you accomplished?
          - Questions from section one (Program Planning Update)?
        - Relate to PPU or Program Review? Go back to most recent update. Reference point will be the last update
      - Part Four: Summary
- New language. Use last PPU (Planning Section) and Program Review forms for ideas
 

Questions for new PPU:

  1. What has changed about your program or your program’s data since the previous update (PPU 2014-2015)
  2. What objectives, initiatives, plans from the PPU have achieved?
  3. Which ones have you achieved and why? What obstacles have you faced?
  4. What new plans (objectives/initiatives) do you have for next year?
  5. Are the planning priorities reflected in your accomplishments and future plans, and how so? (have them listed)
  6. How have students been impacted by the work of your program since the last update?
- No need to say what you need in update (no budgets), document what you are doing; no need for justification, heavy justification in Program Review, not in updates
- PPU should be max two pages!
- Should planning or allocation committees in different departments have a standard request form (if needs arise) instead of waiting for Program Review? Making a request in a Program Review is redundant.
- Focus on new initiatives in PPU
- Rajinder: focus on integration; look at college planning priorities for planning reflection; faculty say: planning priorities not relevant to program review/basic skill sequence (English, writing, math courses) are not touching all students
- Karin: Hard to have college goals, hard to reflect how you relate to them
- Catherine: Should questions lead to planning priorities?
  - priorities not about programs but support
- Taylor: Are planning priority questions necessary for accreditation?
- President’s Goals
  - Focus Goals (originated from collaboration between the president, college council, a executive team meeting; located in committee meeting agendas)
    - Excellence
    - Completion
    - Equity

- Focus Goals should be the lens from which planning priorities are addressed in the program review summaries

#### **4. Strategic plan activity**

- Chancellor interested in EC2 model (Dr. Jackson wants division program summaries to be seen through EC2 lens)
- In groups, read summaries
- Fill-in “Program Review Analysis Form for Education Master Plan” handout in groups

Spring 2014 PR Committee Meetings (2<sup>nd</sup> and 4<sup>th</sup> Wednesdays, 3-4:30, Room 507)

February 11

February 25

March 11

March 25

April 8

April 22

May 6

May 20