Program review meeting – Jan. 27, 2016

Attendees: Karin Spirn, Mark Tarte, Chris Lee, Catherine Suarez, Michal Shuldman, Angela Amaya, Nadiyah Taylor

Approved minutes – 4 approvals, one abstention

Program Review Website: Program review updates and division summaries are available on the Program Review website.

Create survey:
Reminder that last meeting it was decided to just send the survey out to authors of the reviews not the entire campus.

Suggested changes to questions:
- Change selection in drop down for "Which area…" question to remove "Administrative Unit." Also, update the wording to identify area of college a little more smoothly.

- Change "Program Planning Update" to "Planning Review Update" in all needed areas; this includes PPU

- The template question should end with "appropriate for my Program's needs"

- Change "All the data that I need" to "all the data that I needed"

- Change "I would support one or more scheduled flex days to work on program planning updates" to include the wording "scheduled flex day activity"

- Change "If offered, I would attend a **PPU** workshop" to "Program Review"

- Change the "How can the Program **Planning** Committee…" questions to "How can the questions on the program review template form be improved?"

- Change the "How can the college improve the PPU process?" question to "How can the Program Review process be improved?"

- Add a link to the Division Summaries after the question about the satisfaction with the Dean's summary.

- Change the "How can the College improve how the PPUs are used in planning and budgeting" question to "How can the college improve how program reviews are used in…"

- Add a question "The connection between Program Review and planning and budgeting is clear to me" before the current last question

- Add a question "My program has been allocated resources as a result of the program review process." Make a likert scale and also include a comment box also

- "I was provided an adequate opportunity to discuss the Dean's Summary during a division meeting." Make a likert scale, add a comment box

- Add a question "How many people participated in writing your program review update?" (1, 2-3, 4-5, more than 5) – add a comment box

Possible future agenda item:
How can we make this process as easy as possible, while still being useful?
- How might it work if program representatives from each program within a Division met with the Dean and the program review writing grew out of such a meeting?

- Or once the program reviews become staggered, each person meets with Dean, with data and had a sort of evaluative meeting to then begin the writing process?

Program Review chair position is available, 2 year position, 4 CAH (Attend IEC, IPC, College Council and make report to the Senate)

Program Review Glossary
Found on the home page of the website – how do we take the college definition of "program" and tailor to who needs to write a program review; table discussion until next meeting