



MINUTES PROGRAM REVIEW COMMITTEE

DATE: February 25, 2015

TIME: 3:00-4:30 pm

PLACE: Room 507

PRESENT: Nadiyah Taylor, Catherine Suarez, Robin Roy, Christina Lee, Michelle Zapata, Karin Spirn

1. Approve minutes

- Send edits/feedback for 2-11-15 minutes to Martha or Karin
- See updates on Program Review Website
 - Minutes and agendas online
 - Past program reviews and updates will be archives in the upcoming year
 - Missing a couple of PPU's
 - There is a Program Review Template for accreditation purposes. Accreditation people wanted a blank copy.
 - Language: change link to Program Review Updates

2. Next year's Program Review Update form

- Program Review Committee wrote the questions for Part One
- Look over and revise the "Instruction" portion of the Program Review Update
 - The allocations are for now and next year (2016-2017)
 - "Instructions" # 5) Add something about the date this planning applies to
 - Ask Tina about "SLO Point-Person"
 - "**Audience**" revised: "Deans, Vice Presidents of Student Services and Academic Services, All Planning and Allocation Committees. This document will be available to the public."
 - "**Purpose**" revised: "To document significant program accomplishments, plans and needs between Triennial Program Reviews. This update should provide a snapshot of your program."
 - Added: "**Time Frame**: This update should reflect on program status during the 2014-15 academic year. It should describe plans starting now and continuing through 2016-17."
 - Added: "**Topics**: The first section of this Program Review Update focuses on general program reflection and planning. The second and third sections focus on reflection and planning regarding Student Learning Outcome."

- Added: “**Scope:** While this program Review Update does ask for some analysis of data, detailed data reports in the form of appendices should be reserved for the Triennial Program Review.”
- “**Instructions**” revised:
 - “Please fill in the following information as completely as possible.”
 - “If the requested information does not apply to your program, please write “No Changes Since the Program Planning Update.””
 - “Send an electronic copy of this form to the Program Review Committee Chair and your Dean by ____.”
- Look over and revise Part One
 - Change title of Part One to “**Part One: Program Snapshot**”
 - Read through the questions Committee created
 - Planning priorities (written by Integrated Planning Committee (IPC)) will be available in May and will be used in Part One, Question E of Program Review Update
 - Priorities should reflect Program Review
 - Karin (Program Review Committee Chair) wants to work closely with IPC next year to make sure that Program Review has a say in the creation of planning priorities
 - Part One, Q. A (part one of Q. A) revised: “Has there been any significant changes to your program, your program’s data or your program’s needs since the previous Program Planning Update?”
 - Part One, Q. A (part two of Q. A): change “include” to “describe”
 - Important to make clear in Program Review Update that planning takes into account the rest of the year and next year (this distinction will be in the instructions)
 - Part One, Q. D revised: “What are your most important plans (either new or continuing) for next year?”
 - Part One, Question E revised: “Do plans listed under question (D) connect to this year’s planning priorities? If so, explain how they connect.”
 - Part One, Q. F: shows a philosophy and awareness that students are addressed
- Part Two: SLO portion
 - Is currently not that much shorter
 - Can SLO portion be shortened?
 - It is important to document SLO dialogue in departments
 - Tina is not present at today’s Program Review Committee meeting. We need her to edit SLO portion
 - Q. A: should this be two questions? Also, the wording should be the same – the verb.
 - Q. B: Is this for the “needs and improvements” course only? What if this hasn’t happened yet?
 - Q. C: depends if department has data
 - Q. D: departments will need the data.
- Part Three: SLO Planning
 - Q 1: Can we change just “plans”? Is this really from 2015-16, or 16-17?

o Q 4: Do we only mean those who get paid, or any who participate in any way?

3. Update on language for allocation forms

4. **Closing Notes:** Program Review Committee was asked to create an evaluation form for new initiative proposals. Karin will ask Rajinder if this form is necessary

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

March 11 – CANCELLED

March 25 - Next Meeting

April 8

April 22

May 6

May 20