MINUTES
PROGRAM REVIEW COMMITTEE

DATE: April 8, 2015
TIME: 3:00-4:30 pm
PLACE: Room 507

PRESENT: Nadiyah Taylor, Catherine Suarez, Robin Roy, Michelle Zapata, Karin Spirn, Tina Inzerilla

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1. **Approve Minutes from 2/25 and 3/25**
   - 2/25 and 3/25 will be reviewed by committee members on their own time
   - Take a look at the "Notes to bring to Common Ground Meeting on 3/27" section
   - Common Ground Outcomes 3/27 Updates
     o SLO's should map measurable objectives or core competencies
     o Recommendations with be sent out soon

2. **Next Year's Program Review Update form**
   - Going through SLO and SAO edits with Tina
   - SAO – not just student services, library is also an SAO
     o Part Two. A. edit: "…. in service to students"
   - Part Three. 2b. leave
   - Change "Part Three" title
     o Change title from Part Three: SLO/SAO Planning to "Part Three: SLO/SAO Planning and Continuous Improvement"
   - Part Three. 2. Additions to chart. Add number of courses and SAOs written
   - Karin: Do we want to focus group this form? If committee members want to share it with people let Karin know. Lookout for redundancy?
   - Do we need more readers for next year? If so, this can be a committee assignment.

3. **New Dean's Summary form**

   - Breakout sections are more meaningful
   - "Pedagogy/Teaching Methods" and "Student Services" on Dean's Summary -- do we want to cover this area/topic on the Program Review Update? Note, this area will be covered by Part One. F. in Program Review Update form
     o Nadiyah: Should there be a specific question about pedagogy in Program Review Update form?
     o Tina: Part One. F. satisfies pedagogy feedback

- o Karin: In questions, departments/programs will be asked to address their teaching in their particular area
- Going through Dean's Summary draft – overview
  - o Executive Summary same as last years
  - o Recommendations was found helpful by departments/Program Review Update readers, IPC found it helpful too
  - o Karin added: "Pedagogy/Teaching Methods" and "Student Services"
    - ▪ "Student Services" changed to "Services to Students (Not limited to Student Service programs/areas)
    - ▪ "Pedagogy/Teaching Methods" changed to "Pedagogy/Teaching Methods" (Not limited to Academic programs/areas)
  - o Directions for division summaries: "Please describe the most important themes, accomplishments and challenges for your division/area in each of the following categories. If a category does not apply to your division/area, or if that category was not discussed in your division/area's Program Review Updates, please write "Not Applicable."
  - o Karin: Is this Dean's Summary draft a good enough tool for reflecting on what happened with a division?
    - ▪ Program Review Committee says, "yes"
  - o Can we reach out to Integrated Planning Committee to be readers?

Spring 2014 PR Committee Meetings (2nd and 4th Wednesdays, 3-4:30, Room 507)
May 13