MINUTES
PROGRAM REVIEW COMMITTEE

DATE: May 13, 2015
TIME: 3:00-4:30 pm
PLACE: Room 507

PRESENT: Karin Spirn, Nadiyah Taylor, Catherine Suarez, Christina Lee, Tina Inzerilla

1. **Approve minutes from 4/8**
    - Any changes for the minutes? No. Minutes will be posted on the Program Review Website. Contact Karin about edits or feedback for the minutes.
2. **Finalize next year's Program Review Update form**
    - Changes from last meeting have been made
    - Form will be formatted as a regular word document
    - State government requires that we add this question to Part One: "Did your program meet its program-set standard for successful course completion" – chart will be provided for faculty/staff to evaluate their success rate (Question F)
        - We don't want to fall below our average
        - Chart will be linked to question
        - If faculty does not meet standard there will be a space for them to explain why
            - Different courses have different success rates
        - Course success for the college is very stable
    - Part One, Question E:
        - List of planning priorities come out on Friday. The Program Review Update form, along with the Dean's Summary, can be posted online/made available to the public once planning priorities are available
        - If the planning priorities are not available by Friday the question that is supposed to have the planning priorities listed will read as "to be updated" on the Program Review Update so that at least the faculty/staff can have access to the form
3. **Finalize Dean's Summary form**
    - Add SLO Summary to Dean's Summary. An SLO executive summary might be better than a chart style format.
        - Do we need a separate SLO summary box?
        - SLO can write the SLOs/SAOs section on chart?
        - For next year, SLO could be part of everything instead of being isolated in planning process

- o SLO, Program Review Committee, and IPC could serve as readers for the Program Review forms
- Rajinder suggested that we add a section to the chart: "Learning Support (e.g. library, tutoring, embedded counseling)"
  - o "Services to Students" section will stay as "Services to Students (not limited to student services programs/areas)"
  - o "Learning Support" could be a subgroup of "Services to Students" because it is one type of services to students
    - ▪ Should we give more explanation to the Dean to distinguish these questions? Committee said no.
- Give the Deans a training to be clear on how to complete the Dean's Summary form
- Form Completed

4. **Final Business/Plans for next year**
- Program Review Committee meetings will be at the same time next semester
- Completed Program Review form will be posted online.
- Program Review Updates will be due Monday, October 12
- Program Review Update form reading days October 12-November 13
- Complete Dean's Summary by the Friday before the division meeting
  - o Dean's Summary due November 13
  - o Division meeting November 18
- Edited Program Review Update form Dec. 4
- Updated Dean's Summary January 12
- Steps for questions will stay the same.
- Step added: Step 4 Please note: The Dean's Summaries will be sent to the division members and PRC chair by November 12 so they can be reviewed in advance of the division meeting.

Remaining Spring 2014 PR Committee Meetings (2nd and 4th Wednesdays, 3-4:30, Room 507)
- No more meetings till next semester