

## Program Review Meeting - Jan. 23, 2019

Present: Don Carlson, Adeliza Flores, Peter Kuo, Mary Lauffer, Liz McWhorter, Bhairav Singh, Karin Spirn, Nadiyah Taylor, Collin Thormoto, Alina Verzi

1. Minutes from last meeting were approved
2. Process:
  - a. Program review process was completed, there will be a delay in releasing the program reviews. Deans needed more time to complete division summaries; discussions on these will occur at February division meeting. Will submit rough draft of division summaries for the IPEC meeting in February. Nadiyah to follow up with Karin about some remaining updates to PRU that have not yet been sent.
  - b. Karin will be following up with Deans to think through a timeline that is possible in light of all the other work they have to complete
3. Updates to Template
  - a. SLO meeting – Karin will discuss the program review questions for next year and also invite the SLO Coordinator to come to this meeting
  - b. Group work – look at program snapshot questions from 17-18 PRU to identify needed changes. This is the section that this committee designs specific to program review needs. Other sections reflect other ACCJC needs.
    - i. Suggestion for Program Description – add a suggested word count, 100-150, also add \*” save any needs for later in the document” or examples
    - ii. Changes to program should be separate from program needs

One group comment: Re-order the questions and create a clearer flow to lessen repetition

- Program Description
- Data review
- Accomplishments from last Program Review – be sure to highlight positive impacts to students
- Not achieved from last PRU and why – be sure to highlight negative impacts to students
- Needs and obstacles – include potential negative impacts to students
- Short-term
- Long-term planning

Other ideas – add a reflection section –Is there something you want to document about your program that was not included above

Do we need a section for changes? It seems that most information could be captured in other ways

Would it be helpful to be able to identify recurring needs, more than 3 times maybe, mentioned in PR that have not been addressed at all?