Committee: Program Review
Date: May 4, 2010
Time: 2:30pm – 4:00pm
Location: ST 501
Present:

☒ Marilyn Maine
☒ Anna Badalyan
☑ Kindra Kinyon
☒ Pauline Carrillo
☒ Joe Ratcliff
☑ Carole Anderson
☑ Deborah Campbell
☒ Tom Vessella
☒ Paulette Bailey
☒ Glecy Rosario
☒ Lori Hunter
☑ Mary Gallagher
☑ Jamille McClendon (Alt)
☑ Cynthia Morley-Mower (Alt)
☑ Dorothy Smith (Alt)

☐ Kathleen Burke-Kelly
☐ Ramon Castillo
☐ Marcy Drummond
☒ Theda Douglas
☐ Leticia Barajas
☐ Chini Johnson-Taylor (Alt)
☐ Karen Hunt (Alt)
☐ Alicia Rodriguez (Alt)
☐ Bill Elarton (Alt)
☐ Kamale Gray (Alt)
☐ Lourdes Brent (Alt)
☐ Bill Gasper (Alt)
☐ Raul Cardoza (Alt)
☒ Vincent Jackson (Alt)

Guests: none
**Recommendations for College Council Committee** (Action Items from Minutes Below):

**Meeting Convened:** The meeting was called to order at 2:45 pm.

**Approval of Minutes:** Minutes from the meeting dated, April 20th were reviewed, corrected and approved (M/S/P: T. Vessella / G. Rosario abstention: J. Ratcliff).

**Report on Actions Taken:**

**Action/Discussion Items:**

<table>
<thead>
<tr>
<th>Item</th>
<th>Bylaws – Voting quorum</th>
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<tbody>
<tr>
<td><strong>Key Consideration:</strong></td>
<td>Anna brought up concerns about committee vacancies. The 3 FPGPE forms have been sent more than a month ago with no response. It was suggested to update bylaws to reflect this issue: “A position is defined as being vacant if no nomination has been forwarded after 2 weeks of FPGPE submission. The quorum should be based on the number of currently active members.” The bylaws will be updated with a definition on what an active member is according to the Brown Act.</td>
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<td><strong>Actions Taken (if any):</strong></td>
<td>A proposed action item for the next meeting.</td>
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<thead>
<tr>
<th>Item</th>
<th>LATTC PR 2010-11, Modules</th>
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<tbody>
<tr>
<td><strong>Key Consideration:</strong></td>
<td>Anna briefly explained the “Table of Content” handout on the LATTC 2010-11 Program Review. Then she explained each module in detail. In module I.1 it will be the “Program” instead of Discipline/Unit. The committee has decided to finalize this document sometime in the summer to be ready by September. The Annual Unit Plan (AUP) section will go through the Planning and Budgeting Committee so it will be also ready by September.</td>
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<td><strong>Actions Taken (if any):</strong></td>
<td>It was moved by the committee to vote on the LATTC PR 2010-11 document’s format. (M/S/U: J. Ratcliff/ T. Vessella)</td>
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<thead>
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<th>Item</th>
<th>Program Viability</th>
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<tr>
<td><strong>Key Consideration:</strong></td>
<td>Triggering it in program review. Recommendation for viability to be triggered by program review / validation. J. Ratcliff suggested using enrollment management formula (FTEF/FTES) to help trigger validation in program review.</td>
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<td><strong>Actions Taken (if any):</strong></td>
<td>need further discussion</td>
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**Items from the floor:** J. Ratcliff suggested that PRC uses the newly created format for committee work/evidence collection (tracking motions, action items, recommendations, minutes, agendas, etc.).

**Meeting Adjourned:** The meeting was adjourned at 3:58 pm. (Motioned by: T. Vessella, J. Ratcliff)