Committee: Program Review
Date: September 7, 2010
Time: 2:30pm – 4:30pm
Location: ST 501
Present:

☒ Marilyn Maine
☒ Anna Badalyan
☒ 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)
☒ Deborah Harrington
☐ 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
☐ Bill Gasper (Alt)
☐ Raul Cardoza (Alt)
☒ Vincent Jackson (Alt)
☐ Jing Babb

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

Meeting Convened: The meeting was called to order at 2:40pm.

Approval of Minutes: Minutes from the meeting dated, August 13th were reviewed, corrected and approved (M/S/P: T. Vessella, G. Rosario).

Report on Actions Taken:

Action/Discussion Items:

Deborah Harrington who is VP of Academic Affairs was introduced to the committee and introductions were exchanged.

<table>
<thead>
<tr>
<th>Item</th>
<th>New USB flash drives &amp; PR Handbook and instruction manual for Phase I</th>
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<tbody>
<tr>
<td>Key Consideration</td>
<td>Program Review 2009-10, data packs, SLO’s, validation reports and LATTC PR review Phase I &amp; II will be placed on USB drives. The USB’s will be available for pickup during the training sessions as mentioned during convocation. The training dates are currently in the works. Marilyn &amp; Anna are working with Patrick Reed to have PR on the web so that everyone will be able to see what is updated; this process should take about 2 weeks. The handbook will consist of all PR documents, glossary of terminology, planning and validation timelines, training information, finding PR docs on the web and USB, PR annual flow chart/plan, ACCJC PR rubric, reporting matrix, instructional manual and directions for completing Phase I &amp; II. There will be an instructional manual that will help with each question for PR.</td>
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<td>Actions Taken (if any)</td>
<td>none</td>
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<tr>
<th>Item</th>
<th>Limits to the number of Planning</th>
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<tr>
<td>Key Consideration</td>
<td>Anna explained the importance of completing Phase I &amp; II planning. The AUP task force completed all forms and information. The Prioritization Committee presented suggestions to the PBC that didn’t pass; the issue was the limitations to the number of planning for Goals, Objectives and Resource Requests. After a discussion on the fairness of limitations, it was voted to move forward a recommendation from PRC to PBC on accepting the first part of the Prioritization Taskforce recommendation; for each Discipline to limit the number of Goals up to 5, number of Objectives up to 5, and total number of resource requests up to 20.</td>
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<tr>
<td>Actions Taken (if any)</td>
<td>Motion for limits to the number of planning at the discipline level 5 Goals, 5 Objectives and 20 Resource Requests (5-5-20) (Motioned by: T. Vessella; Second: G. Rosario)</td>
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<th>Item</th>
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<td>Key Consideration</td>
<td>Anna &amp; Marilyn distributed a draft of an update for the Program Review Document web page. On the web site there will be a mock version of the documents presented at the workshops to help cover frequently asked questions.</td>
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<td>Actions Taken (if any)</td>
<td>none</td>
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Items from the floor:

Meeting Adjourned: The meeting was adjourned at 3:34pm. (Motioned by: T. Vessella, G. Rosario)