Committee: Program Review
Date: December 7, 2010
Time 2:30pm – 3:30pm
Location: ST 501

Present:

☒ Marilyn Maine
☒ Anna Badalyan
☒ Pauline Carrillo
☒ Joe Ratcliff
☐ Carole Anderson
☒ Deborah Campbell
☐ Tom Vessella
☐ Paulette Bailey
☑ Deborah Harrington
☒ Ramon Castillo
☒ Marcy Drummond
☒ Theda Douglas
☐ Leticia Barajas
☐ Chini Johnson-Taylor (Alt)
☐ Alicia Rodriguez-Estrada (Alt)
☐ Lisa Munoz
☐ Bill Elarton (Alt)
☐ Lori Hunter
☐ Lourdes Brent
☐ Mary Gallagher
☒ Jamille McClendon (Alt)
☒ Cynthia Morley-Mower (Alt)
☐ Dorothy Smith (Alt)
☐ Bill Gasper (Alt)
☐ Raul Cardoza (Alt)
☐ Vincent Jackson (Alt)
☐ Jing Babb
☒ InHae Ahn (Alt)

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

Meeting Convened: The meeting was called to order at 2:35pm.

Approval of Minutes: Minutes from the meeting dated, November the 2nd were reviewed, corrected and approved (M/S/P: L. Brent; Second: L. Munoz; Abstention: I. Ahn).

Report on Actions Taken:

Action/Discussion Items:

| Item: Progress Report on Phase 1 & 2, Administrative, and Student Services Program Reviews 2010-11 |
| Key Consideration: As per Anna’s update: all instructional Phase 1 reports are done. There are still a few reports (Phase 2) being completed. Administrative and Students Services Phase 1 & 2 are done. Marilyn suggested to Anna during a conversation that there needs to be a hard fast deadline for Phase 2 and Anna suggested the deadline be December 20th 2011. Currently, Anna is having technical problems putting all Phase 2’s on the web. Therefore; validations at the program and department levels will be done on Phase 1’s only. It was brought up by many committee members in attendance that several members were constantly absent. This point prompted a motion for the committee to review and enforce membership guidelines. Theda suggested that we need more training with SLO’s, the assessment instrument, and data research. Lourdes suggested that the committee request outside assistance from the college president with the SLOs process. Theda agreed with Lourdes’s suggestion and recommended outside help; a researcher with knowledge of SLO assessment and program review related processes. In addition, keeping in mind that the ACCJC team will be coming in March of 2011 and that the district should be mindful that LATTC is the only college still under an accreditation sanction. Actions Taken (if any): Motion: It was motioned by the committee to enforce the procedural membership guidelines that have been established. (M/S/P: P. Carrillo; Second: G. Rosario). Motion: It was motioned by the committee that Program Review is requesting additional resources from the college and district for its accreditation related charge. Specifically, additional assistance for SLO development, SLO assessment instruments, the collection and reporting of data, validation, SLOs, Program Review and research. In addition; utilizing the .4 FTE at the minimum currently available for SLO Coordinator. (M/S/P: L. Brent; Second: L. Munoz). |

| Item: Report on Validations done at the discipline level – Phase I |
| Key Consideration: The validations are posted on the web for everyone to read. Marilyn stated that there should be an option for the college to do their Program Review’s at the discipline and or department levels next year. Actions Taken (if any):
**Item:** Academic Council’s recommendation to the Academic Senate: Requesting that the SLO committee become a sub-committee under Program Review

**Key Consideration:** Marilyn brought back the recommendation from Academic Council that the SLO committee become a sub-committee under the Program Review Committee. Marilyn mentioned to the Academic Council that she will to take this recommendation back to the Program Review Committee for discussion. The committee discussed the alternatives and after deliberation came to a decision.

**Actions Taken (if any): Motion:** It was motioned by the committee that the SLO committee not become a sub-committee under Program Review. *(M/S/P: C. Morley-Mower; Second: L. Munoz).*

**Items from the floor:** Marilyn mentioned to Ramon that the task force from PBC (Purchasing and Budgeting Committee) charged with developing a rubric at the division level for prioritization; develop a standardized rubric that can be utilized at the department and discipline levels for prioritizing all resource requests.

**Meeting Adjourned:** The meeting was adjourned at 3:58pm *(M/S/P: R. Castillo; Second: D. Campbell).*