Los Angeles Trade-Technical College
Meeting Minutes

Committee: Program Review Committee
Date: February 2, 2010
Location: Los Angeles Trade Technical College ST 501

Members Present:

- Marilyn Maine – Co-Chair
- Anna Badalyan – Co-Chair
- Klecy Rosario
- Kathleen Burke-Kelly
- Theda Douglas
- Kindra Kinyon
- Tom Vessella
- Pauline Carrillo
- Paulette Bailey
- Joe Ratcliff
- Ramon Castillo
- Mary Gallagher
- Leticia Barajas

Members Absent:

- Deborah Campbell
- Carole Anderson
- Jess Guerra
- Deidre Wood
- Allison Reid

Guests:

- Ron Estroff

Meeting Convened: 2:45 p.m.

Approval of Minutes: Corrections were made to the minutes; however, information was missing and minutes will be approved at the Feb. 19th meeting.

Agenda Item: Old Business (Agenda item III a)  Presenter: Marilyn Maine/Anna Badalyan

Announcements: A. Badalyan, announced upcoming WASC Program Review Workshop and requested interested colleagues to forward intent to attend through email.

Discussion: Task force report:
 a. A. Badalyan presented a document by Barbara A. Beno, on defining a program. There was discussion on the recommendations presented by the task force. The Task force made up of A. Badalyan, K. Burke-Kelly, M. Drummond, and V. Jackson reported with the difficulty of defining a program. Their recommendations were to conduct program review at the discipline/unit, department/program and division levels. Many issues concerning the definition of a program were brought to the attention of the task force members. L. Barajas voiced concerns that the task force was tasked with the responsibility of defining a program, department, discipline and division for clarity for all areas. M. Maine stated that the cosmetology department utilizes both program and department titles interchangeably. A. Badalyan commented that the Behavioral Social Science/Child Development department contains many different disciplines that need to complete program reviews. Also, there are interdepartmental units that need to undergo program review. K. Burke-Kelly mentioned that after much consideration including using the idea of functional groups, and that many units on campus refer to themselves differently. It was decided at the present time it might be premature to set up another arbitrary system of classifying disciplines, department and divisions. The task force felt it would be wiser to use, “the current program denominations”. M. Gallagher made the point, “that clarity, is an evolving process” and that for the time being the overlap in the usage of terms for department/program/discipline seemed a sensible approach for program review.” M. Gallagher elaborated that at some point the college would resolve these overlap issues and connect consistent verbiage with the next College Catalog. L. Barajas suggested that at some future date the college should institute, “a college wide approach.” She also asked if there were examples from other colleges, “of systems using the designation department, discipline, division? L. Barajas suggested the committee report mention that the committee grappled with the issues surrounding the definitions of program, department and discipline.
**Agenda Item:** New Business (Agenda item IV a-e)  
**Presenter:** Marilyn Maine/Anna Badalyan

**Discussion:**

a. M. Gallagher and K. Burke-Kelly discussed approaching program review utilizing modules and that notes gives us clarity; the campus will evolve as we go through this process. The modular approach is sensible and will connect the campus and generate more dialogue.

b. M. Gallagher stated all four supervisors in Plant Facilities would sign the validation. L. Barajas who would volunteer to give feedback. P. Bailey asked did we know about validation when we started the Program Review process. As a committee we need the validation step to being the process for next year 2010-2011.

c. P. Bailey went over the Create Annual Program Review Questions for 2010-2011. J. Ratcliff asked can we state “yes or no” after each recommendation. It was also noted that “division” would be added to program/discipline in each recommendation. Also requested by the committee other comments for #5 on recommendation. Mary stated other recommendations. A. Badalyan stated she would create the form on Survey Monkey and it will be ready by the end of the next Friday.

A. Badalyan recommended that a task force be created to draft an Annual Program Review for 2010-2011. As well as a process and time line for the APR. The task force should also prepare a recommendation on the modules of comprehensive program review. The task force was put together with representatives from various areas, (Tania Yanes, Lori Hunter, Joe Ratcliff, Marilyn Maine, Anna Badalyan and Leticia Barajas)

d. Review Survey results and post to college website from the PR Update process. Reviewing of the survey by the committee was tabled for Feb. 19th meeting.

e. Creation of a flow chart was post phoned till the next meeting.

**Agenda Item:** Adjourn (Agenda item VI)  
**Presenter:** Everyone!

(Motioned by: T. Vessella Seconded by: G. Rosario

**Meeting Closed:** 4:05 p.m.