

# Planning and Institutional Effectiveness Committee

## Program Review Workgroup

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### Minutes

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*Monday, May 5, 2014*

*9:00 – 11:00*

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Attending: Carmen Dones, Agyeman Boateng, Alice Taylor, Lisa Kamibayashi, Adrienne Foster, Rebecca Tillberg

1. Minutes of April 28 meeting were accepted as amended.
2. Units that will do program review (Handbook, page 7). R. Tillberg distributed a draft list of 'Participating Divisions, Departments and Programs' for review, applying the new guidelines developed at the previous Workgroup meeting. Programs that have separate accreditation or certification are broken out for a separate program review. The draft list was edited for accuracy.

Recommendation: The list of 'Participating Divisions, Departments and Programs' is approved for the 2014-2015 program review cycle.

3. Possible New Modules

- a. FPIP Application. Lisa Kamibayashi attended the meeting to explain the interest in incorporating the FPIP application into program review. R. Tillberg shared a set draft new modules to incorporate the FPIP application. The draft included several editorial comments for further discussion and review by the FPIP Committee.

Lisa explained that the problem with including the FPIP application in program review is that then only the Chair can submit an application. The policy calls for faculty and others to be able to submit applications. There was discussion about the desirability of limiting to Chairs vs. opening to others; the FPIP Committee will make the final decision.

The group decided to use an Adobe Forms version of the FPIP application, rather than merging it into program review. R. Tillberg will prepare the form, and emphasized that the final approved version of the form will be set up in Adobe Forms because changes are very difficult and time-consuming to make

- b. Initiation of new programs. R. Tillberg shared a proposal for a new module in program review: Program Initiation. The module would only collect information. There is currently no process articulated to describe what would happen next. There are a number of groups that might be involved in approval of a new program: Curriculum Committee, Senate, PIE Committee, Administrative Services with financial impact and

facilities assessment, and possibly more. The question was raised about whether or not the Curriculum Committee checks with the PIE Committee before approving a new program, and it does not. There was extensive discussion about the need for a process to guide the development of new programs. One cautionary note is that we would not want an official process to slow down a new program that is very time-sensitive. There did not seem to be consensus to begin this development yet.

4. Next meeting. R. Tillberg stressed the desirability of getting recommendations to Senate and College Council before the summer break. The next meetings will be:

- Monday, May 12, 9-11
- Friday, May 23, 9-11 (tentative, depending on scheduling of SLO symposium)
- Thursday, May 29, 1-3

A. Foster pointed out that if the final modules and questions are not ready for approval by the June 3 Senate meeting, that there could be a noticed motion at that point, and then Senate Executive Committee could take action over the summer.