Program Review Committee Meeting Minutes
January 12, 2006
PCR, 1 pm-3 pm


I. C. Froloff gave an update on program reviews submitted. Not yet submitted:
   - Comprehensive PRs
     - computer science
     - child development ctr.
     - Infotech
   - Administrative Services
     - staff services/reprographics
   - Student Services
     - counseling
     - transfer center
     - disabled students services
   - President’s Office
     - president
     - research
     - compliance

Copies of program reviews/unit plans will be available for the accreditation visiting team.

II. To assess the current annual and comprehensive program reviews, copies of West’s instruments and those of Irvine Valley College were distributed. Several points brought up during discussion:
   A. Refinements to the instrument include:
      - the current annual and comprehensive instruments include SLOs and require updates on recommendations from the Program Review Evaluation Committee
      - C. Froloff and I. Chung further developed the Comprehensive PR instrument for Administrative Services. I. Chung refined the Department Budget Worksheet, which provides more detailed information to budget managers.
   B. To work on:
      - Align the current annual and comprehensive instruments
      - Shift focus in unit planning from resource allocation to improvement and effectiveness. Create a hierarchy of items to be addressed, starting with the most pressing/urgent, such as updating course outlines or compliance issues.
      - Provide feedback to unit plans for accountability; College Planning Comm.’s responds, “Accepts the report.”
      - In a climate of scarce resources, consider refocusing a program or providing incentives to seek alternative funding. What triggers a program viability study?
   C. For next meeting – participants were asked to look at the Irvine Valley College process/instrument for ways to improve West’s current instruments.
III. The Comprehensive PR Subcommittee is being reactivated for the spring semester. Members are: M. Alwash, J. Fierro, U. Lemborn, F. Leonard (chair), M. Montour. Comprehensive PRs this cycle include: computer science, library/learning resources, Child Development Ctr., International Students, Business Office, Information Technology, Personnel/Payroll.

IV. Meeting adjourned at 2:50 p.m. Next meeting is Wednesday, January 25, 2006, 11 a.m. in the Winlock Lounge.
Agenda – suggestions to improve the current instruments
Are program review/unit planning now one committee?