Program Review
Minutes
Monday, June 19, 2006
10:00 – 11:00 a.m.
PCR
Preliminary Planning Meeting

Attendees: Cathy Froloff, Fran Leonard, Phyllis Morrison, Ulla Lemborn, Alice Taylor

I. SW College Program Review site - discussion followed on the merits of the SW College program review site.
   a. Online – questions are automated.
   b. Data driven-questions based on interpreting trends in data.
   c. Academic Senate Assessment form – with scoring rubric
   d. Two readers for each program review – some comments to the point, others are lacking in substance i.e. comments on grammar
   e. Program summary

II. SW College Program Review site – Weaknesses & Questions
   a. Linkages - Does the program review findings flow into planning & budget?
   b. Cost?

III. Consensus was that there wasn’t enough time to install a similar process for 06-07 program review cycle, but to consider it for 07/08 cycle.

Program Review
Minutes
Tuesday, June 20, 2006
10:00 – 12:00 p.m.
Ruth Winlock Lounge

Attendees: Cathy Froloff, Fran Leonard, Phyllis Morrison, Ulla Lemborn, Ed Pai, Paul Stansbury

I. Comprehensive Program Review Schedule – C. Froloff, F. Leonard, P. Morrison, and U. Lemborn worked on scheduling comprehensive program review for programs, services, and administrative units

II. SW College Program Review site – With arrival of E. Pai and P. Stansbury, discussion followed on the merits of the SW College program review site.

III. Consensus was to consider it for 07/08 program review cycle

IV. Should college eliminate 06/07 annual program review cycle to plan for online data driven program review?
After much discussion, consensus was to have program review cycle for 06/07, but streamline annual program review instrument by concentrating on certain areas i.e. including data to make sure it works and to prepare college community for online program review in 07/08.

a. Improvements to annual program review instrument
   - add data elements with evaluative question
   - additional question for Part I - Are syllabi collected from each course?
   - add following questions to Part II – Justify current level of staffing; how many full-time/part-time faculty does your discipline have; have you applied to FPIP committee?
   - eliminate part III Marketing section
   - add SW summary question
   - PR committee to start making presentation to Planning Committee on completed annual program reviews highlighting accomplishments & needs to improve linkage between program review findings to planning and budget.

b. C. Froloff, F. Leonard, and E. Pai to work with Planning Committee and I. Chung on improving timeline for program review in the Annual Planning/Budget timeline.

V. C. Froloff, E. Pai, and U. Lemborn will meet week of June 26th to finalize annual program review instrument for approval by the Academic Senate Executive Council.

VI. Adjournment

Respectfully submitted
Cathy Froloff
Program Review Coordinator