Comprehensive Program Review Evaluation Committee
Minutes
November 20, 2006
PCR
3 pm

Attending: Judith Fierro, Fran Leonard, Li Lei, Mathew Robertson, Yvonne Simone

I. Minutes of October 23, 2006 were approved.

II. Committee members finalized the report on the Comprehensive Program Review report for the Child Development Center after Yvonne Simone, director, explained how the Center is funded and why priority is given to low income students. Funding generally comes from four grants. Recent Board action has increased the fees to $1.00/hr after many years at $.50/hr. All committee members and the director signed the report which has been forwarded to Nikki Jacobson, the chair of the College Planning Committee.

III. Commendations and recommendations for Computer Science were discussed and finalized. The committee’s report will be emailed to all members for their review before signing by all members and the chair of the division. Matt suggested that reporting of the ratio of full-time to part-time (adjunct) faculty members be stated as a ration of the number of faculty instead of the number of sections as this can be misleading. Reporting the number of sections is helpful if distinction is made between 1-unit and 3-unit classes.

A. Commendations
   1. The report is well written and complete.
   2. The listing of student learning outcomes on pages 3 and 4
   3. The Division’s new energy since separating from the Business Division
   4. The updating of all course outlines, emphasis on development of new courses such as computer ethics and security to best meet students’ needs

B. Recommendations
   1. On page 6 of the report, clarify to students at the outset what it means to be a computer science major to address misconceptions.

IV. Comprehensive Program Review for Aviation
A. The committee then discussed this report, noting the following:
   1. Good references to the forecast for the future job market on p. 4, quoting the US Dept of Labor.
   2. Address the “lack of program promotion” by working with those charged with marketing and publicity (Glenn Schenk, Barbara Friedman). Interface with counseling through the chair to designate “an individual assigned to answer questions and promote all programs, especially vocational.”
   3. Draw up a plan which includes enhancing the aviation website and placing the program on the college’s homepage to promote this program, including asking the FAA to update its website to include West’s program as part of the Los Angeles region/area. Find sources to donate additional newer planes for instruction.
   4. Questions – are members of the Advisory Committee being “reconstituted”? When increased visibility and promotion, how many more students can the program accommodate? Plan for the future with regard to growing the program and also submitting for additional tenure-track faculty based on this growth.
   5. Details, details – on page 7 of the report, include who J. Martinson is.

V. Fran reminded committee members to attend the training on Monday, Nov. 27th in the Teaching/Learning Ctr next to the IT Dept. at 3 pm on understanding and analyzing data.
Members will read the Comprehensive Program Review for speech for our meeting in December, scheduled for December 11th.

VI. The meeting adjourned at 3:45 pm

Respectfully submitted by Fran Leonard, Chair