Comprehensive Program Review Committee Meeting
Minutes
Wednesday, April 18, 2007
1 pm, ATA-116

Attending: Fran Leonard, Matt Robertson, Paul Stansbury
Absent: Judith Fierro, Li Lei

I. Minutes of the March 21, 2007 meeting were approved.
II. The committee discussed the commendations and recommendations for aviation.
   A. The committee commends aviation for
      1. Good references to the forecast for the future job market on p. 4, quoting the US Dept of Labor
   B. The committee recommends that aviation
      1. 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.”
      2. 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.
   C. The college needs to establish and agree to measures for determining how well programs are doing. Quantitative measures of effectiveness can include: numbers of course outlines updated, personnel evaluations completed per the contract, FTES/FTEF, average class size and class size limits (if applicable), grades A,B,C; retention, completion rates, new curricula, innovation, etc.
III. The committee then discussed the report for the bookstore.
    A. Commendations
       1. The committee commends the bookstore for pursuing a variety of food services to better serve students, faculty and staff.
       2. The committee commends the bookstore for its online store.
    B. Recommendations
       1. That the bookstore consider opening at 7:30 am instead of 7:45 am for the convenience of those teaching/taking 8 am classes.
IV. At the next meeting, scheduled for May 16, the committee will evaluate the reports for EOP&S, financial aid and staff services. Any questions will be shared with those responsible for these reports.

The meeting adjourned at 1:40 p.m.

Next meeting: May 16, 1 pm – 2 pm, PCR