Program Review Committee Meeting  
DRAFT Minutes  
Monday, December 28, 2006  
4 pm, PCR

Attending: Cathy Froloff, Fran Leonard, Ed Pai, Paul Stansbury  
Excused absence due to scheduling conflict: Aimee Preziosi, Marlene Shepherd

I. Program Review Online
   A. The committee members discussed the mechanisms for getting program review online.  
      Having the instrument online along with data readily available in graphic form will help  
      make the process less tedious then it seems to be for many who complete program review  
      reports.  Reporting out of results is also a key component. Ed noted that one feature of the  
      SW College online program review is the role of senate members evaluating the reports.

   B. The committee also discussed the kinds of measures to be included in the reports that  
      Indicate effectiveness.  These include: average class size, FTES, retention and other  
      identified key performance indicators. Ed mentioned the AB1417 measures should be  
      accounted for.  Paul suggested that, in addition to course outlines updated and SLOs and  
      how they are measured, that the program review instrument also account for the number  
      of staff evaluations completed in compliance with Recommendation 6 of the progress  
      report.

   C. Fran brought up the question of whether program reviews need to be done annually, and  
      Paul suggested that some streamlined annual version is operationally crucial and leads  
      into unit planning.  Comprehensive Program Reviews are a more “visionary” report.

II. Next steps
   A. Ed and Paul suggest that one next step is to meet with the Educational Policies  
      Committee of the Academic Senate which is tasked with drafting the college’s  
      Educational Masterplan.  Discussion on KPIs that tie in with the developing Ed Plan will  
      be useful to consider as part of the online program review process.

   B. Fran will explore ways to fund this project.

   C. Ed, Fran and Cathy will meet with Glenn Yoshida, faculty chair of program review at LA  
      Southwest to learn more about what happens to program reviews there.

The meeting adjourned at 4:45 pm.

Spring semester 2007 committee meetings:  
2/19, 3/19, 4/23, 5/21, 6/11