Program Review Committee Minutes
DRAFT
May 16, 2007
2 pm, PCR

Attending: Fran Leonard, John Oester, Ed Pai, Aimee Preziosi, Marlene Shepherd
Absent: Cathy Froloff

A. The committee approved the minutes of April 18, 2007 with one correction:
to add Ed Pai’s name to those attending.

B. Fran shared with the committee the news that the College Council at its meeting on Monday, May
14, had unanimously approved the Budget Committee’s recommendation to the college president
to, if it could see its way, to fund the budget proposal for the electronic program review template
in this budget cycle. Based on the committee’s discussion, Fran will forward questions to Kevin
Rodin of KMR Associates regarding the addition of different metrics and questions in later
iterations of the program review software and any associated costs.

C. Members then engaged in an extensive discussion on measures such as FTES, what this is, how
it’s calculated and what it shows. Ed suggests that head count and census enrollment be used
for enrollment purposes. He brought to the committee’s attention the draft Educational Master
Plan’s objectives which he sees as the “essential framework” for the college: effective basic skills
planning, building on West’s success in voc ed to improve the whole college, diversified modes of
instructional delivery, use appropriate data in planning and evaluating student success and college
excellence.

D. Ed mentioned that the District researchers are meeting Thursday, May 27, 2007, to continue to
refine the measures tied to the District’s Strategic Plan. We will keep abreast of these
developments as they relate to both program review and the college’s Educational Master Plan
draft.

E. As this is the final meeting of the committee this academic year, Fran thanked the committee
members for their participation and commitment.