Combined Meeting of the Program Review  
And Comprehensive Program Review Committees  
Minutes  
September 13, 2007  
1:00 p.m. to 2:30 p.m.  
HLRC-318

Attendees: Isabella Chung, Cathy Froloff, Fran Leonard, Phyllis Morrison, John Oester, Edward Pai, Rod Patterson, Aimee Preziosi, Matt Robertson, Mark Rocha

I. Online Program Review instrument not delivered – Fran Leonard reported that KMR Associates is not able to deliver the program review tool to West (“This is part of a nationwide scale-back that was caused by recent internal issues…result[ing] in the termination of all new contracts not already launched locally and across the country” – from Kevin Rodin’s letter dated September 10, 2007).

II. President Mark Rocha presented two documents he collected from his ACCJC training session – “Characteristics of Evidence” and “Rubric for Evaluating Institutional Effectiveness.”
   A. He advised that we evaluate our program review process according to the rubric and set goals.
   B. He advised that the committee look for another online program review tool
   C. However, in this temporary situation, in order to meet accreditation concerns, he proposed setting aside $250,000 to fund proposals that advance the agenda for academic excellence. College will be asked to review their existing program reviews and unit plans and bring forth any plan that promotes academic excellence and student success.
   D. Any planning must be linked to discretionary funding. By the time these plans are selected and awarded, a new program review instrument can be found and program review can be initiated and finished in the spring semester. These program reviews can be reviewed during the summer with the unit plans completed in the fall to finally link up with the 09/10 budget cycle.
   E. Consensus produced the following plan:
      • Program review committee will evaluate itself and the process and set goals.
      • Program review needs to be completed at the end of the academic year, not in the beginning.
      • $250,000 set aside for proposals that advance academic excellence – criteria to be developed – suggested evidence, course completion rates, etc.
      • Abbreviated program review can say “here’s the data for your program, service, division, discipline. Can you address any concerns in your data that will advance academic excellence?”

III. Comprehensive Program Review – consensus was to suspend comprehensive program review for the 2007-2008 academic year. Discussion followed.
Annual program review cycle can provide the built in mechanism to trigger when program is in distress. Comprehensive program review can better serve the Master Plan process.

Re-access the entire budget and planning cycle building annual program review into it and realign comprehensive program review to the Educational Master Plan.

For 2007-2008 academic year, ensure that campus understands data sets for programs and services. E. Pai will produce all data sets by mid-October. Ask program and services to complete abbreviated program review and unit plan. This abbreviated program review process will be better aligned with the budget and planning for 09/10.

V. Plan of Action –
- Notify chairs of the temporary suspension of online program review
- E. Pai will meet mid October to mid November with Division Chairs regarding their data sets.
- Criteria for selecting proposals for $250,000 set aside need to be developed
- Abbreviated Program Reviews, Unit Plans, and Request for proposals due December 1st.
- Set up Student Services and Administrative Services workshop meeting

VI. Adjournment

Respectfully submitted
by Cathy Froloff & Fran Leonard