West Los Angeles College
Program Review Software Ad Hoc Demonstration

Minutes

May 1, 2009
11:45-3:00

Present: Betty Jacobs, Fran Leonard, Lloyd Thomas, Mary Jo Apigo, Michael Goltermann, Linda Clowers, Geneat Walton, Helen Lin, Rebecca Tillberg

1. **Introduction.** Rebecca described the process that is occurring to update West’s current online program review. Substantial changes are needed for the document. An alternative solution is to purchase a commercially-available software package that supports program review and related processes, including SLO assessment and budget prioritization. The process to obtain campus-wide approval for adopting a new software will include the Academic Senate, the Planning Committee, the Divisional Council, Student Services and Administrative Services.

2. **Demonstration of Strategic Planning Online (SPOL).** Andrew Davies conducted the online demo of SPOL.

3. **Demonstration of TracDat.** Scott Johnson demonstrated TracDat

4. **Discussion.** The general feeling was that SPOL was much too complex for use by division chairs. Its strengths seemed to be the ability to drill down in terms of assessment, and the level of detail and complexity for budgeting. TracDat seemed to be more flexible and customizable to West’s processes and needs. TracDat seemed to be more useful for managing SLO assessment data. Lloyd Thomas plans to check with the SLO coordinator at East because East has just recently purchased TracDat. One capability that we need to build in, and that wasn’t demonstrated, was the validation review process.

We discussed the next steps if the goal is to have the new software in place for training at the end of August and implementation in the fall. It is important that the program review process connect with the budget process in 2009-2010. A series of meetings are occurring during May where TracDat should be discussed; Academic Senate and the Planning Committee must approve of the selection.

- May 4 – Academic Senate Executive – Fran Leonard will present for the 2nd time
- May 5 – Divisional Council – Fran and Rebecca will present
- May 11 – Joint Council – Rebecca Tillberg will see if a ½ hour demo is possible in addition to general presentation.
- May 12 – Academic Senate – notice motion
- May 18 – Planning Committee – have demo of TracDat and vote
- May 26 – Academic Senate – vote on new software

Materials:
- Current program review document sections for Academic Affairs
- Current program review document sections for Student Services/Administrative Services
- List of major changes needed for current program review
- Form: Product Comparison Rubric
- Marketing materials from Strategic Planning Online and TracDat