West Los Angeles College
Program Review Subcommittee

Minutes

May 20, 2009
1:00-3:00

Present: Fran Leonard, Lloyd Thomas, Mary-Jo Apigo, Michael Goltermann, Rebecca Tillberg, Beraki Woldehaimanot, Aimee Preziosi, Marlene Shepherd, Anna Chiang

1. Welcome to new subcommittee members and introductions.
2. Approval of Minutes from meeting of 5/1/09. The minutes were approved as submitted.
3. Commercial software demonstrations and follow up. Rebecca described the demos of Strategic Planning Online (SPOL) and TracDat, as well as follow up phone conversations with technical people from each company.
4. Proposal for Academic Senate and Planning Committee. The proposed changes to the current online program review have been presented at the last Academic Senate meeting as a notice motion, for adoption at the next meeting of the Academic Senate. The importance of communication between the Program Review Subcommittee and the Academic Senate was emphasized since both groups have responsibility for program review.
5. Reports – Academic Divisions.
   a. Annual Unit Plan Options. A draft Annual Unit Plan/Request for Funds was discussed and modified to meet college needs. The draft includes drop-down selections for Cost Centers and for Ed Master Plan Objectives, as well as other details, to make completion of the form easier.
6. Student Learning Outcomes and Program Review.
   Replace all SLO questions with:
   • What are the SLOs for programs in this discipline? (copy-and-paste SLOs from web site link above)
   • What are the assessment plans for the courses and programs of the discipline?
   • Which key courses (and associated outcomes) have been assessed this year?
   • Based on SLO assessments, what changes have the discipline faculty made or do they plan to make?
   • Will these planned changes necessitate a budget request?
7. Next meeting. The Subcommittee will need to meet during the summer in order to take care of any last-minute questions that may come up related to programming changes that Nick Minassian will make. We will continue to meet in the afternoon of the 3rd Wednesday of each month: June 17, July 15, August 19, September 16. The meetings will be 1:00-3:00 in Winlock Lounge.

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Materials:
- Minutes, 5/1/09
- Proposal for Academic Senate and Planning Committee
- Reports – Academic Divisions
- Annual Program Review and Unit Plan form, West
- Annual Unit Plan Form, City
- Program review document sections for academic affairs, student services/administrative services
- Sample report from PCC model
- Activity/ budget request screen shots

Next meetings: June 17 * July 15 * August 19 * September 16