West Los Angeles College  
Program Review Subcommittee

Minutes

June 17, 2009  
1:00-3:00  
Winlock Lounge

Present: Fran Leonard, Lloyd Thomas, Mary-Jo Apigo, Michael Goltermann, Rebecca Tillberg, Anna Chiang

1. Approve Minutes of May 20, 2009. Minutes were approved as submitted.

2. Accreditation Update. Rebecca shared “Cityside Accreditation Notes 2009 – Some Simple Lessons,” a compilation of thoughts about accreditation requirements prepared by Gary Colombo. As a result of the discussion of this paper, the committee identified several areas where we plan to focus attention: documenting the impact of the program review process on student learning, updating the program viability process and the college mission statement. We realize that a program review handbook needs to be prepared, that documents not only the process but also the process for reviewing the process. Connected with this discussion, the committee adopted the following motion:

Recommendation: The college should invest in software to organize and support the assessment of student learning outcomes at the course, program and institution level.

Lloyd Thomas and Rebecca Tillberg will work together to work toward the implementation of this recommendation. The process for working with the Academic Senate and getting their approval was discussed. The need for demonstrations of the available software packages was also discussed.

3. Report from College Collaborative Program Review (CC-PR) Taskforce. Rebecca described the latest work of the Taskforce, and shared the draft ‘table of contents’ of the CC-PR. We need to ensure that the software specifications developed by the Taskforce reflect West’s needs.

4. Update on Student Services Program Review. Michael Goltermann said that several items in the current program review need to be modified a bit. He will send the needed changes to Rebecca and Fran as soon as possible so that the changes can be passes on to Nick Minassian for implementation. The changes will need to be consulted with Administrative Services since the same template is used by both divisions. There was discussion about the need to clarify details of Nick Minassian’s contract because of the end of the fiscal year.

5. Report on Nick’s work. Fran Leonard reported that Nick Minassian is on track for completing the programming in August. She plans to check with him every two weeks to see what the current progress is.

6. Student Learning Outcomes Update. Lloyd Thomas described the new insight regarding SLOs that he gained at a recent SLO coordinators’ meeting. He will be

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offering a workshop at the upcoming SLO conference on July 8. Lloyd also mentioned that Don Prickle will be offering workshops on campus in late September.

There was discussion about the meanings of some of the various SLO terms, such as ‘program,’ and ‘degree.’ The new items about SLO assessment to be included in the revised program review document were double-checked to ensure that they meet the requirements of accreditation to demonstrate actions taken and changes made.

7. Plan Training for Fall. Fran Leonard suggested that the training be held on the afternoon of the day when the Divisional Chairs’ meeting is held in August. We need to check with Bob Sprague to find out what day it will be, possibly Aug. 25.

The need to complete the validation review of academic departments this summer was re-emphasized in preparation for the fall program review cycle.

Materials:
- Minutes, 5/20/09
- CC PR Taskforce Table of Contents
- CC PR Taskforce Online Program Review Features
- Cityside Accreditation Notes 2009

Next meetings: July 15 * August 19 * September 16