West Los Angeles College
Program Review Subcommittee

Minutes

July 22, 2009
1:00-3:00
President’s Conference Room

Present: Mary-Jo Apigo, Anna Chiang, Judith-Ann Friedman, Fran Leonard, Marlene Shepherd, Lloyd Thomas, Rebecca Tillberg

1. Approve Minutes of June 17, 2009. Minutes were approved as submitted.

2. City-side Accreditation Update. Rebecca Tillberg distributed “2009 LACCD Cityside Accreditation Outcomes,” which had been compiled by Gary Colombo. The group discussed some of the accreditation problem areas faced by City, East and Trade, as they relate to program review. The committee is determined to meet all the requirements as contained in one of the accreditation recommendations: “…an integrated planning process that clearly links program review, all aspects of human, physical, technology and fiscal planning, and resources allocation in a cohesive and inclusive manner. Development of the model should be based on prevailing best practices that include a clearly established and calendared cycle, use of current and relevant internal and external environmental data, analysis of data to inform planning, a committee review process, linkage to resource allocation, and evaluation of the implemented plan.”

3. Report from College Collaborative Program Review Taskforce. Rebecca reported that the Taskforce projected has had funds and personnel allocated to it by District Office Info Tech. The Taskforce is developing detailed specifications for the various components of program review. The first area under development is the ‘Embedded Reports Matrix,’ which includes detailed specifications for the data to be included in the embedded reports. The group discussed several of the data elements. Under the section on Program Integrity, sources for the data on course outline Title 5 updates and SLO were discussed. West has an Access database with the data. The data element ‘Time of day’ under the Student Profile section should have detail about morning/afternoon/evening/weekend/online and hybrid enrollment, and various combinations of these categories. An additional data element is needed for ‘educational background’ to show high school graduation, GED, associate degree, bachelor degree, etc. upon entering West.

4. Report on Nick’s work. Fran Leonard reported that Nick Minassian prepared a brief report on the work he has done to date. There are more sections to complete, but we seem to be on track for training on the updated software in September.

A Vision for the Future
Through innovative programs and responsive community services,
West Los Angeles College empowers students to succeed.
Nick will be invited to the next subcommittee meeting to discuss final details with the group. Some of the items still to be developed include:

- Adding alignment of Unit Goals with Institutional SLOs, in addition to Educational Master Plan Goals
- PR is to be done at the discipline level
- Access authorization for read-only and full read/write access needs to be clarified
- Annual unit plan form
- New SLO questions to replace old ones
- Provide a list of faculty for the faculty evaluation section
- Add several new fields to the ‘resource request’ form
- Add question about Commendations/Recommendations in the last Validation Review section

Questions in need of clarification include:

- How do we access the new version of program review?
- How do we use the guest login capability?
- How does program review roll over to the next year? (including all the data entered and the updated data for the imbedded reports – Fall ’08 enrollment, etc.)

5. **Plan Training for Fall.** Training for academic divisions will be scheduled to coincide with or follow the first Divisional Council meeting for 2009-2010. We are planning on Tuesday September 15. Chairs will be encouraged to bring all of their interested faculty to the training. Mary Jo Apigo will conduct the training, and training for Mary Jo with Nick Minassian will be arranged.

6. **Student Learning Outcomes Update.** Lloyd Thomas reported on the State-level SLO conference that he attended a few weeks ago. He explained that based on what he has learned about how other colleges manage their SLO assessment data, that software is needed to aggregate and quantify SLO assessments. Software available in this area includes TrakDat, which East has purchased, and Data Stream.

**Program Review/Budget Preparation Calendar.** The need for a calendar of the program review process, especially as it links with the budget process was discussed. We need to have a process calendar ready for the training in September. The process was discussed and identified as follows: Divisions work to prioritize the budget requests arising from the disciplines within each division; then each dean prioritizes the budget requests from the division; finally, the Vice President prioritizes the request from the academic divisions. These priorities are then incorporated into the budget process managed by the Budget Committee. The question of which funds to include in the budget prioritization process was discussed. The group decided to focus on fund 10100. Judith Ann Friedman and Rebecca Tillberg will draft a calendar; the calendar will be reviewed at the Planning Committee, the Academic Senate Exec meeting, and the College Council prior to being finalized.

---

**A Vision for the Future**
Through innovative programs and responsive community services,
West Los Angeles College empowers students to succeed.
Role of Academic Senate Representatives. The important role of the Academic Senate representatives on the Program Review Subcommittee was discussed. It is important not only to convey updates to the Academic Senate, but also to share any concerns that the Academic Senate may have regarding program review with the subcommittee.

7. Meeting Schedule. The Program Review Subcommittee will continue to meet on the 3rd Wednesday of each month, 1:00-3:00. These are the dates:
   - Wednesday, August 19, 2009
   - Wednesday, September 16, 2009
   - Wednesday, October 21, 2009
   - Wednesday, November 18, 2009
   - Wednesday, December 16, 2009
   - Wednesday, January 20, 2010
   - Wednesday, February 17, 2010
   - Wednesday, March 17, 2010
   - Wednesday, April 21, 2010
   - Wednesday, May 19, 2010
   - Wednesday, June 16, 2010

Judith Ann Friedman graciously agreed to chair the August 19 meeting; she also reserved the PCR for all of the meetings.

The subcommittee adjourned at 2:30.