West Los Angeles College  
Program Review Subcommittee  

DRAFT Minutes  

September 16, 2009  
1:00 p.m.- 3:00 p.m.  
President’s Conference Room  

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

1. Approve Minutes of July 22, 2009. Minutes were approved as submitted.  

2. Status of online program review  
Because we had completed the comprehensive program review last year and will focus on unit planning this cycle, and because of glitches with the online program review, Rebecca reported to the committee that she had shared with the Academic Affairs deans at their meeting this morning that for this fall:  
   a. To complete last year’s cycle, Ara and Judith Ann will do validations of last year’s program reviews before chairs begin this cycle’s unit plans in October.  
   b. After validation, chairs will receive reports, electronically, at the discipline level and also printed PDFs of their program reviews  
   c. Additional materials will include budget and expenditures for the last 3 years and FTEF/FTES information  

Re. the budget process: Deans will go over with division chairs their ongoing budgets. To request funds for new initiatives, a new form, “New Initiative Unit Plan/Request for Funds” has been developed and will be introduced. Using one form per request, chairs will prioritize if there are multiple requests, share/go over these with their dean. Once prioritized at the division level, deans will prioritize requests for all divisions with the VP. Priorities for all divisions are then reviewed by the 3 VPs and will also go to the Budget Committee for college-wide prioritization and identification of funding sources.  

Timeline  The committee recommends moving up the due date for unit plans to October 22nd. This coincides with class schedule preparation and also allows more time for the validation process.  

Since Behavioral and Social Sciences has a scheduled meeting for Monday, Sept. 21, Fran will ask Buck Stapleton, the chair, to add program review/unit plan to the meeting agenda to introduce the New Initiative Unit Plan/Request for Funds” form, as well as the new timeline/deadline and process. We will use the Administration of Justice program review for illustrative purposes.  

Other meetings will be scheduled for all academic divisions and Student Services and Administrative Services.  

3. Report from College Collaborative Program Review Taskforce  
Rebecca’s update informed the subcommittee of the involvement of the District’s IT department, including 2 consultant programmers and 2 in-house staff people for ongoing maintenance who have been assigned to this project.  

The work thus far is proceeding well and presents an elegant solution - to all colleges - for an online program review/unit plan instrument which draws data, displays reports,  

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collects data and saves the data in a database. Detailed specifications are being
developed in a month’s time with about 6-7 months planned to develop the instrument.

Because the 3 city-side colleges must respond to the Commission by March, there is a
tight timeline to be adhered to.

Each member of the Task Force will take ideas to their college’s for their college’s
input. The instrument will be hosted on the portal, and how to access the Internet is
being explored.

Suggestions from the committee on what to add:
- a section on faculty evaluation with a drop-down list of all faculty in the division
  This section would ask for committees the faculty member serves on, whether s/he
  is an officer, the last evaluation done and the date of the next scheduled
  evaluation, whether the last year’s Flex requirement has been met

4. Student Learning Outcomes
Lloyd emphasized the need to align the program review with the Commission’s rubric
on SLOs, including how SLO assessment has led to improvement in teaching/learning
and the proficiency level, which is required.

He has developed on Google.docs a way to capture what faculty have learned from the
SLO assessment process.

Marlene and Aimee will report to the Senate at the next Senate meeting, Oct. 13th.

The meeting adjourned at 2:45 p.m. The next meeting is Wednesday, Oct. 21, 2009.
Future meeting dates: Nov 18, Dec 16, Jan 20, Feb 17, March 17, April 21, May 19, June 16

Respectfully submitted,
Fran Leonard