Los Angeles Community Colleges  
Program Review Taskforce  

Minutes  

Wednesday, January 28, 2009  
9:00 – 12:00  

L.A. City College  
AD202  

Present: Anna Badalyan, City; Daryl Kinney, City; Jim Stanbery, Harbor; Carol Kozeracki, Pierce; Bradley Vaden, Trade; Michelle Fowles, Valley; June Miyasaki, Valley; Rebecca Stein, Valley; Rebecca Tillberg, West; Ed Pai, District

1. Approval of Minutes. The minutes from the meeting of 12/16/08 were approved as submitted.

2. Review the draft Online Program Review Development document. Several suggestions were made to clarify and add to important features to be included in the program review document and process. The statement about flexibility was amended to include allowance for future changes. Several important issues were added to section 4 on Implementation: 1) the integration with LDAP to allow for single sign-on at log in 2) accessibility from both on and off campus. The item about security and confidentiality was moved from section 5 Operation and Maintenance to section 4 on Implementation.

The draft was approved as revised. Rebecca will share the ‘Process’ with the District Planning Committee at its next meeting.

3. Mind mapping for Program Review. Bradley Vaden led a mind mapping exercise to begin to clarify the features we want to incorporate into program review. The ideas developed by the committee were recorded, and Bradley will document the mind map diagram. The committee started with areas to include in program review for academic departments. At the next meeting, we will conclude ‘mind mapping’ for academic program review, and continue with student services and administrative services.

4. Date and agenda for next meeting. We will create a mind map for Student Services and Administrative Services at the next meeting. We discussed where we will go from here – general agenda areas for next meetings.
   a. Data definitions need to be decided on
   b. Measurements need to be identified

In order to simplify scheduling meetings during the spring semester, Rebecca Stein volunteered to set up an online meeting scheduler (Doodle) for the Taskforce meetings. The group decided to continue meeting at City.