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.