Los Angeles Community Colleges
Program Review Taskforce

Minutes

Wednesday, February 26, 2009
10:00 – 1:00

District Office
3rd Floor Conference Room

Present: Anna Badalyan, City; Daryl Kinney, City; Ryan Cornner, East; Bradley Vaden,
Trade; Eddie Afana, Trade; Michelle Fowles, Valley; Rebecca Tillberg, West; Michael
Goltermann, West; Ed Pai, District

1. *Approval of Minutes*. Minutes approved as submitted.
2. *Next Meeting*. The group discussed a meeting time that would be more workable for
   faculty, and decided to try Friday, March 27, 9:00-11:30 at City.

   The agenda for next time will include demos of existing online program review
   systems: City, PCC, College of the Canyons, and Trade's with its approach as a
   faculty portal. East has also developed several portals: one for administrators, one
   for faculty, one for students. Only the administrator one works because it was
   installed out-of-the-box. There was some discussion about whether or not we would
   like some sort of portal type system for program review. We will also schedule a
   demonstration of a commercial planning system called "Strategic Plan Online."

   We discussed program review scheduling and coordination with college budgeting
   calendasr. Share program review cycles from the colleges. College taskforce
   representatives are asked to send Ed Pai the planning calendars for each college so he
   can compile them. Taskforce members can then share the ideas and best practices
   with their college communities. We also discussed the connection between program
   review and daily activities like enrollment management.

   The need to develop a common vocabulary was discussed. We also discussed link to
   the college strategic plan. Deptartments often don't start with what the college needs,
   but rather with what they want. College of the Canyons has a system where there is a
   drop down of strategic goals to associate with each department plan. Then reports
   can be generated to see how many activities are associated with each college strategic
   goal.

3. *Mind map*. Bradley developed and shared a diagram of the mind map for Academic
Affairs that we had worked on at the last meeting. Ryan and Bradley led the mind mapping
exercise, focused on the needs for Student Services program review this time. We will have
to finish up with a mind map for Administrative Services program review.