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 calendars. 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. Departments 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.