

## **Program Review Taskforce**

### **Minutes**

Wednesday, March 27, 2009

9:00 – 12:00

City College

President's Conference Room

Present: Ed Pai, Alfred Gallegos, Michael Goltermann, Michelle Fowles, Eddie Afana, Gary Colombo, Anna Badalyan, Fran Leonard, Daryl Kinney, Rebecca Tillberg.

- 1. Approval of Minutes, 2/26/09.** The minutes of the last meeting were approved as submitted.
- 2. Demo of Strategic Planning Online (9:30).** John Hand, with Strategic Planning Online (SPOL), conducted a walk-through of the software via teleconference. The software connects program review and budget with college and unit goals and objectives. It specifically connects each section of the software with each accreditation standard. Follow-up emails are automatically sent to people as action by the next person is needed. A new component about assessing student learning outcomes will be implemented soon. The database behind the software is SQL Server, which means that each college can create customized reports in addition to the reports that come with the system.
- 3. Demo of College of the Canyons online program review (11:00).** Two people key in the development and implementation of the new online program review at College of the Canyons participated in a teleconference with the taskforce. They described how the college took the previous forms used for program review and put them online with an Access backend. In the next version they will replace the Access database with SQL server. They described the overall program review, planning and budgeting process at COC. The data that is used by departments is prepared by the IR office.
- 4. Date and agenda for next meeting.** In an effort to make it possible for the largest number of people to attend, the group reviewed the results of the scheduling survey, and decided on the 4<sup>th</sup> Thursday of the month, 1:00-4:00. We plan to meet at City.
  - April 23
  - May 28
  - June 25
  - July 23