Los Angeles Community Colleges
Program Review Taskforce

Minutes

Wednesday, April 23, 2009
1:00 – 4:00

L.A. City College
President's Conference Room

Present: Anna Badalyan, City; Jim Stanbery, Harbor; Eddie Afana, Trade-Tech; June Miyasaki, Valley; Michael Goltermann, West; Rebecca Tillberg, West; Ed Pai, District

1. *Approval of Minutes*. The minutes from the meeting of 3/27/09 were approved as submitted.
2. *Discussion*. Prior to the WEAVEonline demo, we briefly discussed college needs in terms of current program review status, timelines and urgency to have a new online system. We also talked about the decision to build or buy a program review software, and some of the pros and cons of each decision. In addition we touched on the issue of the connection between the program review software and the new student information system to provide student and enrollment data to the program reviews.
3. *Demo of WEAVEonline*. Deb Leeper made the presentation. She described WEAVEonline as being "Developed to help you get and keep your institutional house in order." It enables colleges to track student learning outcomes, grants, and program review data, and to demonstrate accreditation compliance. It was developed by Virginia Commonwealth University. The software contains the steps to the assessment cycle, enabling colleges to track accomplishments over time. The software helps to teach people who have no background in assessment so see how course contribute to program outcomes. The software supports the budget request process. WEAVEonline has reports at multiple levels, from broad, institution-level reports for WASC to detailed reports to locate incomplete information. To further support accreditation, there is a document repository to store evidence and verification.

   The WEAVEonline system is configured with existing user IDs, and has permission controls to allow different levels of access to the system. The data is stored by WEAVEonline at their location. Several colleges in California, including Antelope Valley and San Diego Community College District Continuing Education, use the software.

   There is an 'administrator' who sets up the 'entity tree' for the college. There can be up to 7 organizational levels in the entity tree, which gives colleges some flexibility is setting up the structure of program review. One college (Mt. Hood) set up separate entities for 'assessment' and 'planning' to show how both processes are integrated. The entity tree could be set up with both courses and faculty under a discipline. The Administrator also sets up Member information, Cycle information, User information, Strategic plans, Institutional priorities, General education/core curriculum, Can make different standards relate to different entities, Standards, Local news items, Analysis questions.

There are two main tabs for creating a program review: accountability and reporting. The subsections under accountability are: Assessment process, Core indicators and strategic Measures, Institutional research, Planning process, and more. Reporting includes Data entry status reports, Analysis question reports, Planning and budgeting reports, Association report, Special assessment report, Annual reports, as well as customizable reports.

Student, enrollment and curriculum tables and charts would be handled as separate attachments. The program review information belongs to the college, and if the college discontinues participation in WEAVEonline, the data would be given to the college electronically.

4. *Demo of Nuventive's TracDat and Webfolio*. Scott Johnson demonstrated how these products can be used for program review, SLO assessment and strategic planning assessment. There is considerable flexibility in the way TracDat can be used. Marin College uses it for strategic planning; Long Beach CC uses it for program review; most use it for SLOs, and Mt. SAC is a long-time user. Many other colleges in California, as well as elsewhere, use TracDat. Scott said that Webfolio can be used to hold templates with the WASC structure.

   TracDat is very configurable and highly customizable. The company provides on-site design and setup, and training. Reporting includes standard reports, ad hoc queries, and annual SLO reporting. Other reports include 'My Assignments' and 'Overdue Unit Assignments'

   It integrates with student information systems such as Banner to obtain student and curriculum information. TracDat can be hosted either by the company or by the college. It designed to support the planning – assessment – improvement process. Scott gave an example based on starting with a certificate program: program SLOs, results, data tools, reports, documents.

   The terminology used in TracDat can be customized. Customized fields can be added, and the new fields can be included in reports. It is based on a SQL Server database.

   The Data Tools allow you to enter student-by-student assessment data. Departments can create the Measures, then create the Groups – then Enter Data. The system can import student names, and then faculty can rate each student of the criteria

   The budgeting section could be configured to have drop-down menus of Object Codes.

5. *Discussion*. We decided that we need a rubric for evaluating the various software packages. Based on the discussion about the criteria we are interested in, Rebecca will draft a rubric, for refinement at the next meeting. June suggested that we should call colleges that currently use each software. She will draft a set of questions to use when making the calls.
6. *Agenda for next meeting*. The agenda will include quick demos of the PCC and LACC program review softwares. We will work on the rubric for comparing the various commercially-available software packages, and discuss the buy/build choice.
7. *Refreshments*. Eddie Afana volunteered to bring refreshments to the next meeting.