

**Los Angeles Community Colleges  
Program Review Taskforce**

**Minutes**

Wednesday, May 28, 2009  
1:00 – 4:00

L.A. City College  
President's Conference Room

Present: Anna Badalyan, City; Daryl Kinney, City; Kim Misa, East; Jim Stanbery, Harbor; Eddie Afana, Trade-Tech; Rebecca Tillberg, West; Ed Pai, District

1. *Approval of Minutes.* The minutes from the meeting of 4/23/09 were approved as submitted.
2. *Rubric for comparing software packages.* The draft rubric was discussed in detail and modified substantially. Several items were grouped together and re-sequenced; other items were added to the list of criteria.
3. *Demo of PCC's Plan Builder and LACC's Program Review.* Anna Badalyan demonstrated key features of both Pasadena City College's and Los Angeles City College's program review/plan builder software. The strengths of the PCC software include the ability to create budgets for activity plans, ability to roll over plans from one year to the next, ability to send email, ability to produce reports, and ease of use for faculty. Strengths of the LACC model include the extensive program review and reflection section, and the curriculum and departmental engagement sections.
4. *Discussion of key issues.* There was wide-ranging discussion of a number of key issues: build or buy; scope of the software application; needs of colleges that need a program review software immediately. The group felt that no one software application has all the features we want. We discussed whether or not it would be better to have separate applications for some processes, that could be integrated in some way with the program review software. We do not want to lose sight of the needs of program review by adding on other features that may detract from the most effective program review application. In addition, several colleges need something immediately, and can't wait for a package with all the bells and whistles.

Information was provided about a planning software by SAP Business Objects, with the thought that it might be useful. Rebecca will check with Andy Duran about the software.

We discussed the integration of SLO assessment data with program review software. There are widely differing approaches to managing this data from college to college. Some colleges use software to manage the raw assessment data, others use software to collect summary level data, and others don't use any software to manage SLO assessment data. One approach that we discussed was to add SLO data fields to the ECD so that it can be managed in the context of curriculum. There could be some kind of link with the program review software.

To accommodate the differing timeframes of the colleges, we discussed having a 'short term solution' and a 'long term solution.' The short term solution could be managed by District Information Technology, and could be based on the Pasadena City College software. We would request that ECD be modified to accommodate SLOs, and linked with program review. The other missing pieces could be filled in in other ways. Rebecca will speak with Andy Duran to see what is feasible for immediate development. For a longer-term solution, we could either build on the base software, or purchase a commercial software.

5. *Next Meetings.* We decided that we need to begin meeting every two weeks to speed up the process. The next meetings will be:
  - a. *Thursday, June 11, 1-4, LACC*
  - b. *Thursday, June 25, 1-4, LACC*
  - c. *Thursday, July 9, 1-4, LACC*
  - d. *Thursday, July 23, 1-4, LACC*
  - e. *Thursday, Aug. 6, 1-4, LACC*