

Program Review Taskforce

Minutes

Wednesday, June 11, 2009

1:00 – 3:30

L.A. City College
Foods Lab

Present: Anna Badalyan, City; Kim Misa, East; Dave Humphreys, Harbor; Eddie Afana, Trade-Tech; Rebecca Tillberg, West

1. *Approval of minutes.* The minutes from the meeting of 5/28/09 were approved as submitted.
2. *Update on DPC report and District Info Tech support.* Rebecca Tillberg reported on the feedback received from here DPC update and on the information received from Andy Duran regarding the feasibility of District Information Technology hosting program review software.
3. *Build or buy pros and cons.* The basic differences between building our own software vs. buying a commercial software are that the build approach could more closely reflect college process and practice, but would take more work to define the specifications; while the commercial software would not have to be specified in detail and would not specifically reflect college processes.

There was much discussion about development options. One idea had been to develop a short term proposal to meet limited needs immediately, and a long term proposal that would have all the features we would like to have. The group now feels that a short term proposal, to have something ready to go by fall 2009, is not realistic. Instead, in focusing on a long-term proposal, we are still faced with the build/buy decision.

The group discussed the idea that we begin detailed application development with the reporting component in BI7. This would be an effective beginning because regardless of whether we decide to build or buy the software, this component would need to be developed. We anticipate that the student information reporting component would come under the purview of the already-expected BI7 report development, and would not be a request to IT beyond what they already plan to do. Participating in this development process would give us a chance to better understand how BI7 works, and a better sense for how it could meet our needs. Then we would be in a better position to develop an RFP, if that is what we decide to do.

In order to develop the reporting component, we will collect sample reports that each college already uses in its program review document. We would also like to incorporate CCBenefits reports into program review.

We will also begin developing the linkage of program review with the accreditation standards. Kim Misa will identify which accreditation standards each of the sections of program review connect with.

The 'Table of Contents' that the Taskforce began developing at the meeting of June 5 focused on academic program review. Rebecca will prepare a similar Table of Contents for both student services program review and administrative services program review.

Each taskforce member, in preparation for the next meeting, has two tasks. First, everyone should review the Table of Contents to see if any areas/questions in their current college program review are missing and should be added. Email those additions to Rebecca so she can add them to the Table of Contents. Second, get copies of the reports and charts in the current college program review to share with the rest of the Taskforce; email copies to Rebecca.

4. *Next meeting.* The next meeting will be Thursday, June 25. Due to a conflicting meeting earlier in the day that most people will go to, the Taskforce meeting will start at 2:00 rather than 1:00. The agenda will focus on design/development of the student and enrollment trends and outcomes reports and charts.

Meeting schedule:

Thursday, June 25, 2-4, LACC

Thursday, July 9, 1-4, LACC

Thursday, July 23, 1-4, LACC

Thursday, Aug. 6, 1-4, LACC