

## Program Review Taskforce

### Minutes

Wednesday, June 25, 2009  
2:00 – 5:00

L.A. City College  
President's Conference Room

Present: Ed Pai, City; Anna Badalyan, City; Daryl Kinney, City; Ryan Corner, East; Kim Misa, East; Dave Humphreys, Harbor; Jim Stanbery, Harbor; Maury Pearl, Mission; Eddie Afana, Trade-Tech; Michelle Fowler, Valley; Michael Goltermann, West; Rebecca Tillberg, West

1. *Approval of minutes of 6/11/09.* Minutes were approved as submitted.
2. *Update on meeting with District Info Tech.* Rebecca reported on a meeting attended by Gary Colombo, Ed Pai, Anna Badalyan, Andy Duran, Jorge Matta, John Clerx and herself to explore and define the support District Info Tech can supply to the development of online program review, and specifically the embedded reports.

IT anticipates that 3 months is sufficient time to do the initial design and to develop the embedded reports, and possibly most components of program review. Roll out is planned for Fall 2010 or possibly earlier. We emphasized the importance of flexibility in design to support the individual needs of each college and to support ongoing changes.

With training in BI7 programming, researchers may be able to add our own components to the software in the future. Andy Duran had said that he is planning BI7 training for researchers.

There will be no centralized approval process of the content of PR. The question was raised about later adding modules individually by colleges; one solution may be to have 'empty' modules for individual colleges to add new components.

A major issue still to resolve is the question about flow of communication between colleges and Dist IT regarding program review and the 'governance' of the project.

Two major questions also in need of clarification are:

- What is the maintenance arrangement, and how specifically would it work?
- Internet access to program review is a must

3. *Specifications Development.* Eddie Afana led the group in the development of the data elements needed for the embedded reporting in program review. The group used as a starting point, the table developed by the DPC of program review data elements; however the Taskforce will first focus on the data elements needed for the embedded reporting. The identification will continue at the next meeting. Each college representative is ensuring that all data elements needed by their college are included in the specifications.
4. *Process to enhance college buy-in.* There was discussion about the need now to build college buy-in. Taskforce members need to be sure groups on campus who are involved in program review know about and have input to the work of the Taskforce. These groups include campus program review committees, the Academic Senate, and SLO coordinators, among others.
5. *Development of additional components of program review.* Taskforce members will take the lead in developing the specifications for various components of the program review software. Volunteers are as follows:
  - Accreditation/program review alignment – Kim Misa
  - Identify data elements – Eddie Afana
  - Define workflow (diagram) of program review cycles – Anna Badalyan
  - SLO assessment data - tbd
  - Strategic planning module - tbd

Meeting schedule:

*Thursday, July 9, 1-4, LACC*

*Thursday, July 23, 1-4, LACC*

*Thursday, Aug. 6, 1-4, LACC*