Program Review Taskforce

Minutes

Wednesday, July 9, 2009
1:00 – 4:00

L.A. City College
Research Conference Room

Present: Ed Pai, City; Anna Badalyan, City; Ryan Cornner, East; Dave Humphreys, Harbor; Jim Stanbery, Harbor; LaVonne Hamilton, Southwest; Eddie Afana, Trade-Tech; June Miyasaki, Valley; Rebecca Tillberg, West

1. *Approval of minutes of 6/25/09*. Minutes were accepted as submitted.

2. *Accreditation Results*. Anna reported that one of the recommendations for City was related to program review. City must report to the Commission by 3/15/10. For this reason, it is crucial to know about the District IT commitment to developing pr software so that colleges can prepare appropriately. Colleges are doing Board presentations next week about actions they are taking to address the accreditation recommendations. It is important to emphasize that program review includes the 6 year prospective view and links with budget. We also need to build into the software the decision-making process as it relates to budget, decision-making, and implementation of changes resulting from program review.

3. *Specifications Development*. Ryan led the discussion about data elements needed for the embedded reports. The list initially started by the District Planning Committee was modified to reflect only the embedded reports. The next steps related to the specifications for the data elements and reports will include identifying the source (database, table, and field), values recoding (if needed), and graph type for display. Alfred was volunteered to do the first draft of the data sources and values. Researchers will meet separately from the Taskforce as a whole to finalize the data element specifications. The first available time for this meeting is following the next DRC meeting.

   We feel strongly that before we can design the report formats, we need training on BI-7 so that we are familiar with its functionality, capabilities, and limitations. We prefer to have the training in July so that our development process is not slowed down.

4. *Process to enhance college buy-in*. The importance of college buy-in was discussed. It is possible that not all colleges will be interested in the new software; other colleges may make use of the embedded reporting capability currently under design, and then see how the rest of the software turns out.

5. *Meeting schedule*. In an effort to make it possible for more people to attend the Taskforce meetings, regular meetings, beginning in September, will move to the 2nd and 4th Fridays of the month, 1:00-4:00. Rebecca will not be able to attend the Taskforce meeting on August 6. Ryan volunteered to chair that meeting, and determine whether or not it will be useful to have it at that time.
   Meeting schedule:
   - Thursday, July 23, 1-4
   - Thursday, Aug. 6, 1-4
   - Friday, Sept. 11, 1-4
   - Friday, Sept. 25, 1-4
   - Friday, Oct. 9, 1-4
   - Friday, Oct. 23, 1-4