Program Review Committee Agenda March 19, 2012 in A141 at 3pm

Agenda
Approve 3/5/12 minutes
Discuss annual update reviews
Discuss program review procedures

If you have read some annual update reports but not given me your report form, please do so prior to the meeting.

March 19, 2012 Program Review Committee Minutes:

Members Present: Stacey Adams, Fredy Aviles, Carol Eastin, Yvette Petrin, Ann Steinberg, Ty Mettler, Ted Younglove

Member Absent: Melanie Parker

Guest Present: Aaron Voelcker

Carol Eastin, Program Review Committee Chair, began the meeting at 3:00 p.m.

Minutes from the March 5 meeting are unavailable today. They will be approved at the next meeting.

Ms. Eastin stated the committee needs to focus on making changes to the template/procedures.   She urged the committee to remember the need to finalize changes to the template/procedures document in April because it needs to get Academic Senate and administrative approval in May. The committee chose to table the discussion about the annual report reviews until May to focus on making revisions to the program review procedures and template.

The committee discussed revising the template and procedures for the program review. The goal is to make the program review process more efficient and useful for campus planning. Intended changes will align program review reports more closely with the district planning process and address recommendation from ACCJC to require standard data analysis of all instructional programs. Currently Institutional Research provides standard data to all instructional programs but no specific data is identified for required analysis.

Mr. Younglove presented a diagram depicting the integrated assessment, planning and budget information/decision loops. The committee agreed that the diagram accurately shows how program review and learning outcomes are utilized to inform those making district decisions.

A 'Proposed Program Review Data Elements' handout discussed March 5, was again reviewed. The committee feels the list is too much for most programs. The committee recommended some modifications to the list. The Institutional Research office will refine the list and bring it back to the committee on April 16.

Ms. Eastin noted that the district meets all the bullets under sustainable quality improvement level on the ACCJC Program Review rubric. The district is doing what is required; it is just not thoroughly tracking it.

Handout: ACCJC's "Elements of an Effective Program Review for Integrated Planning, Leaning Outcomes and Assessment". Ms. Eastin commented that 'every program should be tracking everything to identify and improve student success.' All data collected must be analyzed and there is continually more data that must be considered in the program review. The committee members expressed feeling that annual or bi-annual review of data could help reduce the load of reviewing all the data for the comprehensive reports. The committee discussed an option to deal with pockets of data each year and the comprehensive would be looking at all the data from all the years. Some members felt that structure would make it difficult to look at trends over time.

Mr. Younglove reported that the Institutional Research office will provide data to the programs annually.

Handout: "Self Study Template draft". The committee discussed the template elements and members will study it over the next month. This template is intended to be the bare bones of what we must consider in program reviews. The committee is charged with reviewing the document and making suggestions as to what more is needed or what needs revision.

Mr. Younglove commented that it sounds like we need to make a simpler version of the program review. Some divisions with many programs have only a few full-time faculty members.

Ms. Steinberg stated we need to also think about years when we have growth and money. All plans we put into place need to be able to go both ways effectively.

Mr. Voelker's main concern is if we have Division reports how does Institutional Research get data to them and how do the programs get useful information.

Ms. Eastin stated we have a continuous input of data into WEAVE. We need to decide how to link that work with program review to avoid duplicating efforts.

Mr. Aviles stated that if we have programs do the reports online, people will be forced to all do the same steps and everything will be standardized. Ms. Eastin stated that she agreed with this route. We are hoping to utilize the report feature in WEAVE to accomplish that standardization. In the future we may decide to write a program specifically for an online format of program review tailored to district needs.

ACCJC specifically says we need feedback from the community. Advisory committees serve that role in Business, Technical Education, and Visual and Performing Arts programs.

Mr. Younglove stated we can cut and paste many things from our master plan into our program review. The annual changes faster than the master but in the long run they should match up.

Ms. Eastin stated what we do today and in April is really critical. ACCJC told us to standardize the data so all instructional programs analyze common data in their reports. The district accreditation follow-up report will document our compliance efforts.

The committee chair's closing remarks were that "This committee needs to decide its composition for the future. Maybe we need to have division representatives so that they can help others in their division complete tasks of program review. ACCJC uses the phrase 'program review drives the campus'. Over the next month let's get these procedures manageable and ready to be put into place."

Next meeting: April 16, 2012, 3- 4:30pm

Meeting adjourned 4:40 p.m.