Members Present: Michael Allen, Rod Austria, Sarah Master, Niki Milani, Leslie Milke, D’Art Phares, Dennis Schroeder, Janice Silver, and Daniel Villanueva

Members Absent: Walter Bortman, Monica Moreno, Joe Ramirez, and Tara Ward

The meeting was called to order at 1:36pm.

1. Review of Agenda: The agenda was reviewed and approved.

2. Approval of Minutes of March 27, 2014 and May 22, 2014
   A. March 27 meeting: MSP Phares/Allen (2 abstentions: Austria and Milke)
   B. May 22, 2014 meeting: MSP Silver/Phares (3 abstentions: Austria, Milke, and Silver)

3. Review of PROC Charter:
   It was discussed that PROC may need more Student Services members in order to avoid being “top heavy” with Academic Affairs members. It was also decided that PROC will meet on the first Tuesday of each month from 1:30-3:00pm.

4. Program Review Structure:
   The committee took one last look at the Program Review structure before it gets posted. Sarah also went over the PROC self-evaluation that was completed during the May 22nd PROC meeting and that will be submitted to SGOC. One of the four goals of PROC is to finalize the process for Comprehensive Program Review (CPR) for the President’s and Vice Presidents’ offices.

5. Program Review Status:
   A. As scheduled, Academic Affairs completed all of the CPRs for one third of its programs in Spring 2014, with the exception of Professional Studies, which will complete its CPR by the end of October.
   B. Student Services completed all CPRs for all of the units in its division by the end of August 2014, and one third of the units will be going through the CPR process again in 2015.
   C. Administrative Services will be meeting soon to complete CPRs of all of the division’s units, and it was discussed that they could follow a similar format/process as the Student Services division and that it would be very helpful for Dr. Matthew Lee to come out and help Admin. Services with their program reviews and program review process the way he did for Student Services (see the first recommendation below). It was also discussed that it’s really important to come together with the shared governance committee for the division to get recommendations and commendations on the CPRs.
The Minutes

6. Based on the discussions above, PROC is making three recommendations:
   1. Recommending that Dr. Matthew Lee be retained to consult with the Administrative Services division on its program review process. (This recommendation will go to College Council for approval.)
   2. Recommending a standardized timeline for completion of CPR validations across the divisions, such that they should occur in the fall semester for the units up for CPRs – this way the CPR/validation can be based on the most recent information entered into the program review screens the preceding spring, and will give the validation teams the summer to review the CPRs so that the validation process can be completed in the fall.
   3. The Vice Presidents of each division will report the major themes of the planning objectives and resource requests from their respective divisions to PROC (in the form of a SWOT analysis) at the Dec 2\textsuperscript{nd}, 2014 meeting. These reports will then be shared with College Council.

The meeting was adjourned at 2:10pm.

Next meeting: Tuesday, Nov. 4, 2014; 1:30pm – 3:00pm, CAI 2\textsuperscript{nd} floor conference room

Minutes by L. Milke and S. Master