Program Review Oversight Committee (PROC)

MINUTES

Date of Meeting: 11-19-13  Location: CAI 2nd floor Conference Room  Time: 3:30pm -5:00 pm

Members present: Michael Allen, Sarah Master, Niki Milani, Leslie Milke, Monica Moreno, D’Art Phares, Joe Ramirez, Dennis Schroeder, Janice Silver, Hahn Tran, and Tara Ward

Members absent: Walter Bortman and Daniel Villanueva

1. Review of Agenda – The meeting was called to order at 3:37pm and the agenda was reviewed. No changes were made to the agenda.

2. Approval of Minutes of Oct. 15, 2013 – The minutes from the Oct. 15, 2013 meeting were reviewed and approved with no changes.

3. Discussion of the timing of the next annual unit assessment program review cycle (spring vs. fall):
   - Much discussion took place regarding changing the annual unit assessment program review cycle to take place annually in the spring rather than in the fall.
     - This change would result in moving the annual unit assessments up in the cycle, such that budget requests for 2015-2016 would be made in spring 2014 instead of in the fall 2014 program reviews, and spring (rather than fall) unit assessments would be completed annually thereafter.
     - This shift is proposed to allow more time for division units to reflect on their performance and project their needs farther in advance, and it will allow more time for division leadership to perform Program Review evaluation, provide feedback, and to prioritize budget requests.
     - Administrative Services (particularly facilities) expressed concern over changing the cycle from fall to spring. Their main concern is that this was too early to be doing their assessments because they wouldn’t be able to determine their budgetary needs (in relation to future projects, etc.) that far in advance. The challenge is not knowing projects that may occur in the future and that are not planned for during the program review cycle.
     - It was discussed that program review is really for over-base budget requests, and your base budget is what is typically planned for anyway.
     - Academic Affairs noted that it needs time to prioritize requests in a thoughtful way, and having the cycle in the spring would allow more time to prioritize requests – after the Deans and VP in Academic Affairs prioritize the requests, the prioritization goes to EPC where it is discussed and changes may be proposed. More time is needed for this process.
     - Student Services was concerned with the SAO assessment process that is a part of unit assessment. The new cycle would create a gap between the implementation of improvements based on the assessment of the SAOs and having to update/create new SAO’s without seeing the results of the implementation.
     - It was discussed that, for SAO’s, Student Services can report what has happened so far to date with the assessment of that particular SAO.
VP Allen proposed that the Vice Presidents of each division should compile the objectives and budget requests coming out of their respective division’s units into a report to PROC that summarizes the major themes of these plans and requests. PROC should then synthesize the information from the Vice Presidents’ reports into an institution-level report to the College Council.

M/S/U (Leslie Milke/D’Art Phares) to put forth the following recommendation to College Council: “PROC recommends moving that annual unit assessment program review cycle for all college divisions to begin in the spring semester (rather than the fall semester) going forward. This cycle is to begin the spring of 2014, with the program review system opening on the first Monday of March and closing on the first Friday of May.”

4. Review of assignments of units to each Division:
   - Some changes were made to the assignments of units on the program review structure form.
     - Coop. Ed. and Distance Education were added to Academic & Instructional programs (and Distance Education was removed from Academic & Instructional Support).
     - Library was removed from Academic & Instructional programs and remains in Academic & Instructional Support.
     - Learning Resource Center was moved to Academic & Instructional Support from Academic & Instructional programs.
     - Food Service was moved to Administrative Services from Academic & Instructional Support.
     - Title V was moved to Student Services from Academic & Instructional Support.
     - Matriculation/Assessment & Orientation was renamed Student Services and Support Programs.

5. Suggested changes to the Program Review Handbook - Tabled

6. Discussion of transparency of program review/budget allocation process - Tabled

7. Feedback on fall 2013 program review (unit assessment) - Tabled

8. Items from the floor - Tabled

9. Meeting adjourned at 4:49pm.

Next meeting: Changed to Wednesday, Dec. 11th; 12:30pm – 2:00pm, CAI Arroyo Room