Los Angeles Mission College  
Program Review Oversight Committee (PROC)  
May, 22 2014 - 12:15 pm-1:45 pm  
CAI 2nd floor Conference Room

Meeting Minutes

Present: Sarah Master, Nick Minassian, D’Art Phares, Joe Ramirez, Dennis Schroeder, and Daniel Villanueva

Absent: Michael Allen, Walter Bortman, Niki Milani, Leslie Milke, Monica Moreno, Janice Silver, and Tara Ward

1. Review of Agenda
   a. The meeting was called to order and the agenda was agreed upon.
   b. It was noted that a quorum was not present.

2. Approval of Minutes of March 27th, 2014
   a. Approval of the March minutes was tabled due to lack of quorum.

3. PROC and LOAC/PROC Recommendations to College Council
   a. S. Master shared that the one PROC recommendation (regarding the annual Vice President program review summary reports) and the two LOAC/PROC joint recommendations (regarding 1.) adding a checkbox to the planning objectives/resource requests screen in the program review online system to indicate if an objective is tied to improving SLO/PLO/SAO assessment results, and 2.) adding a prompt in the program review online system where programs can recommend goals, objectives, measures, activities, etc. for inclusion in the College’s master planning documents ) to College Council were approved by College Council on May 15, 2014.

4. PROC Recommendation to EPC regarding incorporation of degree and certificate institution-set standards into Program Review
   a. The group discussed the incorporation of degree and certificate institution-set standards into Program Review and decided that the enhancements made in the spring ‘14 cycle (in which percentages showing each discipline’s proportion of the College’s total degrees and certificates have been added to the Awards screen, and the disciplines are asked to develop strategies/interventions that will result in improvements and to comment on their effectiveness in the following year) are sufficient.
   b. This item can be revisited when more reliable student major data becomes available (e.g., with implementation of the new SIS, which will allow students more opportunities to update their majors).

5. Finalize discussion of program review of administrative offices (i.e., the Office of the President, the Office of Academic Affairs, the Office of Student Services, and the Office of Administrative Services) and their validation (will need to be incorporated into the Program Review Handbook)
   a. The group continued discussion of program review of administrative offices (i.e., VP offices and President’s office) and their validation.
   b. One possibility is that the divisions could perform the Comprehensive Program Reviews for their respective VPs without the VP present at those discussions; however, an administrator would still need to be present for those meetings (perhaps an administrator from another division?).
c. For the President’s Office, the group discussed that the current evaluation of the President by the District/Chancellor may be sufficient, since that is a thorough evaluation already.
d. These units would all still complete the relevant program review screens in the online system, and we should make sure that the current screens are sufficient for their needs.
e. S. Master will discuss these ideas with the President and VPs during a President’s Cabinet meeting and will report back to PROC.

6. PROC self-evaluation
   a. The group completed a self-evaluation (using the same form that the shared governance committees are completing, although it is not required that PROC complete it by the Shared Governance Oversight Committee). Highlights included:
      i. Discussion of revising the membership and meeting schedule (to meet less often)
      ii. Goals for the 2014-2015 academic year:
         1. Finalize the process for Comprehensive Program Review of the President’s and Vice Presidents’ offices
         2. Find a more ideal meeting time/schedule so meetings are more well-attended
         3. Continue to improve the program review process and make modifications as necessary
         4. Enhance the instructions in the Program Review system

7. Discussion of timeline and transparency of Program Review/budget allocation process (time permitting)
   a. The group discussed how to make the final budget allocation decisions more transparent. It was suggested that the VP of Admin Services write a memo to the Budget and Planning Committee (BPC) specifying how much money needs to be contingency and if only one-time requests should be funded. Once BPC knows how much money it will have left to allocate, it can make recommendations to the President about which items to fund. The President’s final decision will be reported to College Council and reported in the Weekly Mission to the entire campus.

8. Future meeting schedule
   a. It was discussed that PROC would not meet over the summer and will resume meetings in the fall.
   b. The group should schedule a regular meeting time each month that should be planned around the VPs’ schedules. The meeting dates/time will be established via email.

9. Items from the floor
   a. The group discussed that the VPs’ summary reports to PROC of the major themes of the planning objectives and resource requests in their divisions’ program reviews will be due to PROC in the fall.

10. Adjourn
    a. The meeting was adjourned at 1:47pm.

Next meeting: TBD

Minutes by S. Master