Meeting Minutes

Members Present: Rod Austria, Sarah Master, Niki Milani, D’Art Phares, Joe Ramirez, Dennis Schroeder, Janice Silver, Daniel Villanueva, and Tara Ward

Guests Present: Patricia Chow, Kelly Enos, and Nick Minassian

Members Absent: Michael Allen, Walter Bortman, and Leslie Milke

1. Review of Agenda:
   A. The meeting was called to order at 12:06 pm and the agenda was reviewed and approved.

2. Approval of Minutes of December 2, 2014:
   A. MSU Silver/Phares to approve as read

3. Finish discussion of Program Review system feedback and modifications/enhancements for Spring 2015
   A. Master reviewed the changes planned, and recommended putting off non-critical changes until migration to the new Program Review online system is complete. The committee agreed. The committee reviewed the planned changes (see “Modifications/Enhancements for the Online Program Review System – Spring 2015”) and concluded the following should be addressed in the current system:
      i. Bullet #1: Add disaggregated success and retention data using the currently-used categories (with further disaggregation to be discussed at a future date).
      ii. Bullet # 5: Add a prompt asking about connections to Student Equity Plan funding/planning.
      iii. Bullet # 6: Add info about the last SLO assessment date.
      iv. Bullet # 7: Add follow-up requests to the SLO Excel sheet.
      v. Bullet #8: Update all static reports in the annual update screens.
      vi. Bullet # 9: Update screens to include data through fall 2014.
      vii. Bullet # 10: Prompt allowing units to recommend additions to the school’s Master Planning documents where appropriate.
      viii. Bullet #17: Remove “Campus-Wide Committees” from Professional Development section of Human Resources screen.
      ix. Bullet # 18: Add ability to specify benchmarks for SAOs.
      x. Bullet # 23: Change instructions on defining SAOs to remove need for starting with a Bloom’s Taxonomy verb.

   B. In addition to the above:
      i. Bullet #3 (regarding prior years’ budget requests not appearing in the current report on budget requests) will be addressed not by changing the system but by changing the procedure used to pull data for the report.
      ii. Bullet # 12: (regarding adding degrees in Liberal Arts or General Studies) Master will discuss this with the initiator of the request (Myriam Levy).
      iii. Bullets #13 and #15 (regarding keeping the annual update screens open all year and allowing completed objectives to be listed and verified) have been done already.
iv. Bullet #19: (regarding updating the instructions for the annual updates) Some instructions will be updated now (perhaps via links to training documents); others will be changed after the transition to the new system.

v. Bullet #25: (regarding combined sections of courses) is problematic and will not be done. This may be possible after implementation of the new SIS.

vi. Bullet #27: (regarding incorporation of ILOs into instructional Program Review system) Will check the new accreditation standards and consult with the LOAC about this.

C. The remainder of the items will be addressed after transitioning to the new system, which will be in place for Spring 2016 program reviews.

4. 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. Tabled

5. Review of Vice Presidents’ “SWOT” reports of the major themes of the planning objectives and resource requests from their divisions’ most recent program reviews
   A. VP Danny Villanueva – Admin. Services
      i. Villanueva presented the report from Admin. Services. There was lengthy discussion about the impact of ebooks on the bookstore.
   B. VP Joe Ramirez – Student Services
      i. Ramirez began to present the report from Student Services; he will complete this at the next meeting.
   C. VP Michael Allen – Academic Affairs
      i. Tabled.

6. Items from the floor

The meeting was adjourned at 1:32pm.

**Next meeting:** February 3, 2015; 1:30pm – 3:00pm, Academic Senate Office

Minutes by D. Phares