Meeting Minutes

Members Present: Michael Allen, Rod Austria, Sarah Master, Niki Milani, Leslie Milke, Steve Ruys, Dennis Schroeder, Janice Silver, Daniel Villanueva, and Tara Ward

Guests Present: Nick Minassian

Members Absent: Walter Bortman, D’Art Phares, and Joe Ramirez

1. Review of Agenda:
   A. The meeting was called to order and Steve Ruys was introduced as a new PROC member (as the new Co-Chair of the Student Support Services Committee)

2. Approval of Minutes of January 6, 2015:
   A. MSP Silver/ Schroeder to approve as read; Allen/Ruys/Milke abstained.

3. “SWOT” reports of the major themes of the planning objectives and resource requests from their divisions’ most recent program reviews:
   A. VP Ramirez was unable to attend the meeting so he will finish sharing his identified Opportunities and Threats at the March PROC meeting.
   B. VP Allen shared his SWOT report for Academic Affairs. Some highlights from the discussion of his report include:
      i. Including the academic deans in the review of annual unit assessments will help ensure and improve their quality and effectiveness.
      ii. Technology was a theme, but it is hard to know which aspects to focus on because everybody talks about it in different ways.
         1. Lack of technology in high school classrooms was noted as an issue
      iii. The campus needs to be better informed about construction disruptions that are planned – there is a plan to email the campus with these planned disruptions ahead of time with their location and expected duration.
   C. At the next PROC meeting the committee will formulate/synthesize conclusions/themes and recommendations based on the SWOT reports to share with the College Council.

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. There was lengthy discussion of who should be involved in this process, the amount of work involved, and that the process has value for finding areas where improvements can be made and for making resource requests to bring about improvements.
   B. The committee agreed that the Vice President of Administrative Services will pilot completion of a comprehensive program review this spring and will share it with the other vice presidents, the President, and PROC. His experience piloting this effort will help inform the design of a template for the program reviews of the administrative offices that will be created in the new program review online system next year.

5. Update on modifications/enhancements to online Program Review system (plus a couple additional items):
A. The modifications/enhancements to the online program review system that were
discussed at last month’s PROC meeting are currently being made and should be
completed by March 2, 2015.

B. A few additional questions were considered by the committee:
   i. Should each discipline be able to set their own standard(s) for successful course
      completion and/or retention rates as long as they provide an explanation for
      why they should be different than the institution-set standard(s) for the
      College?
         1. This question will be posed to Council of Instruction and EPC for
            feedback.
   ii. Should there be a place where disciplines can add their own additional
       measures/standards (to analyze their performance and comment on) that they
       feel are important to their discipline?
         1. This question will be posed to Council of Instruction and EPC for
            feedback.
   iii. Should there be a place for disciplines/programs to report any job placement
       information that they collect?
       1. Yes, this will be added.

6. Training for Spring 2015 annual program review updates:
   A. The spring program review annual update period is Monday, March 2, 2015 to Friday,
      May 29, 2015.
   B. Trainings will take place in March (times/locations TBD). It was discussed that
      Department Chairs have requested additional training to help them interpret, analyze
      and explain data better, so a training will be scheduled for an upcoming Chairs and
      Deans or Council of Instruction meeting on this topic with the Office of Institutional
      Effectiveness.
   C. Matthew Lee will be providing a program review training to the Administrative Services
      unit on March 26, 2015, 8:30am-4:00pm.

7. Items from the floor:
   A. None

The meeting was adjourned at 2:58pm.

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

Minutes by S. Master