Meeting Minutes

Members Present: Michael Allen, Rod Austria, Sarah Master, Leslie Milke, D’Art Phares, Joe Ramirez, Dennis Schroeder, Janice Silver, and Tara Ward

Members Absent: Walter Bortman, Niki Milani, Steve Ruys, and Daniel Villanueva

1. Review of agenda:
   A. The meeting was called to order at 1:45pm and the agenda was reviewed and approved.

2. Approval of minutes of February 3, 2015:
   A. Tabled.

3. Completion of the Vice Presidents’ SWOT reports of the major themes from their divisions’ most recent program reviews:
   A. VP Joe Ramirez finished sharing his SWOT report for the Student Services division. Some highlights from the discussion included:
      Strengths: 3SP funding has increased to $1.1 million in 2014-15 from $245,000 in 2012-13. The Student Services division has hired a new Dean of Student Success. The staff are knowledgeable about the goals and objectives of 3SP.
      Opportunities: New mandates provide the funding and structure for Student Services and Academic Affairs to work together to improve student success. For example, there is the opportunity to close the gap between Academic Affairs and the Transfer Center to decrease the number of years it takes students to transfer or graduate to 3 or 4 years instead of the average of 6 years. A “Student Success Center” would provide more coordinated service delivery to students and more social gathering spaces. Outreach and Recruitment will increase partnerships with high schools, thus potential for increased enrollment. There is an opportunity to invigorate the LRC for students with a full-time staff person and possibly a dedicated counselor through CTE funds.
      Weaknesses: Mental health is the most requested student service from students and the threat assessment team is required to provide training. Currently, the faculty and staff are not prepared to handle student emergencies/threats. Also need more professional development for faculty and staff in customer service. Need more communication with Academic Affairs for faculty advising, etc.
      Threats: There is pressure to grow enrollment without the proper resources. We are missing the necessary training regarding how to handle mental health-related crises/issues.
   B. A taskforce was created (Leslie, Jan, Dennis, Tara, and Sarah) to work on identifying and drafting common themes/conclusions and recommendations from the three divisions’ SWOT reports, and these will be shared with the PROC at its next meeting. The three SWOT reports, and PROC’s conclusions and recommendations based on them, will then be shared with College Council at a future College Council meeting.

4. Update on modifications/enhancements to online Program Review system:
   A. The modifications/enhancements to the online program review system that were discussed in previous PROC meetings are nearly complete and will be ready by the first set of program review trainings that will begin in March.
B. There was discussion of whether or not a question needs to be added regarding each program’s contribution to/accomplishment of the College’s mission statement (based on Accreditation Standard IB.5) – the question will be posed to the District Research Committee to see what other campuses are doing.

5. Integration of College master planning documents:
   A. The ELS Group is working with the College’s current planning documents. They will create a draft document with recommendations regarding integrated planning that will be shared with College Council for review.
   B. The group briefly discussed the timeline and integration of College master planning documents because ASC recommended that PROC discuss this topic, but PROC felt that the discussion was more appropriate for College Council. PROC does like Dr. Matthew Lee’s suggestion that the College’s planning documents be reviewed and updated annually (with the dates changed on each plan each year) rather than just once every five years.

6. Trainings for Spring 2015 annual program review:
   A. Matthew Lee will be providing a program review training to the Administrative Services unit on March 26, 2015, 8:30am-4:00pm.
   B. Sarah, Patricia Chow, Nick Minassian, and Deborah Paulsen will provide training in Council of Instruction on April 1st for Academic Affairs.
   C. Sarah will attend a SSSC meeting to update Student Services on the changes made to the non-instructional program review system.

7. Items from the floor:
   A. The next PROC meeting date was changed to be April 14 (from 1:30pm-3:00pm in the Senate Office) due to Spring Break.

**Next meeting:** April 14, 2015; 1:30pm – 3:00pm, Academic Senate Office

Minutes by T. Ward and S. Master