Meeting Minutes

Members Present: Sarah Master, Leslie Milke, D’Art Phares, and Janice Silver

Members Absent: Michael Allen, Rod Austria, Walter Bortman, Niki Milani, Joe Ramirez, Steve Ruys, Dennis Schroeder, Daniel Villanueva, and Tara Ward

1. Review of Agenda:
   A. The meeting was called to order and the agenda was reviewed. A quorum was not present for the meeting.

2. Approval of Minutes of Feb. 3 and March 3, 2015:
   A. Tabled (quorum was not present). There was no meeting in April because most members were not available due to Spring Break.

3. PROC Taskforce themes/conclusions/recommendations based on the Vice Presidents’ “SWOT” reports:
   A. The PROC subcommittee’s identified themes from the Vice Presidents’ SWOT reports (of the major themes of the planning objectives and resource requests from their divisions’ most recent program reviews) were briefly shared and discussed.
   B. The themes will be written-up by the subcommittee and shared with the rest of PROC via email for discussion and feedback prior to being reported out at the May 2015 College Council meeting.

4. Program review annual updates are due May 29, 2015:
   A. Instructional Program Review training took place on April 1, 2015 at Council of Instruction on the changes made to the system and on how to interpret data for program review.
   B. Admin. Services had a training on May 1, 2015 with P. Chow on the Non-Instructional changes and on how to interpret survey data for analysis. Another training with Dr. Matthew Lee is scheduled for June 18, 2015.

5. The timing of Comprehensive Program Reviews (CPRs)/validations was discussed. At the 10/7/2014 PROC meeting, the following recommendation was made:

   “Recommending a standardized timeline for completion of CPR validations across the divisions, such that they should occur in the fall semester for the units up for CPRs – this way the CPR/validation can be based on the most recent information entered into the program review screens the preceding spring, and will give the validation teams the summer to review the CPRs so that the validation process can be completed in the fall.”

   A. The committee will revisit this recommendation at the next meeting (when a quorum is present) to discuss if/when it will be feasible to implement such a timeline in the three College divisions.

6. Items from the floor:
A. Add as an agenda item for next month: “Comprehensive program review of non-academic Academic Affairs units.”

B. Need clarification on who the Facilities Planning Committee would like to represent them on PROC. According to the PROC charter, the PROC committee membership should include the “Co-Chairs of Facilities Planning Committee (1 VP, one faculty, plus one classified member appointed by the committee).” Wally Bortman is currently listed as a PROC member because he is co-chair of FPC, but he has not attended any PROC meetings this year. Sarah will follow-up with Danny and Wally about this.

**Next meeting:** June 2, 2015; 1:30pm – 3:00pm, Academic Senate Office

Minutes by S. Master