Los Angeles Mission College
Program Review Oversight Committee (PROC)
June 2, 2015, 1:30pm-3:00pm
Academic Senate Office

Meeting Minutes

Members Present:  Michael Allen, Sarah Master, Leslie Milke, D’Art Phares, Janice Silver, Daniel Villanueva, and Tara Ward

Members Absent:  Rod Austria, Walter Bortman, Niki Milani, Joe Ramirez, Steve Ruys, and Dennis Schroeder

1. Review of agenda:
   A. The meeting was called to order at 1:40pm and the agenda was reviewed.

2. Review of Feb. 3rd, March 3rd, and May 5th, 2015 minutes:
   A. Feb. 3rd, 2015: MSP Allen/Master to approve as read; Phares abstained
   B. March 3rd, 2015: MSP Phares/Allen to approve as amended; Villanueva abstained
   C. May 5th, 2015: MSP Phares/Master to approve as read; Allen/ Villanueva/Ward abstained

3. Initial program review feedback from spring 2015 program review annual updates:
   A. Some of the non-instructional units had confusion about how to submit their program reviews because the system was asking for a “submit code.” The submit code is entered by the VP of the division and is his sign-off that he has looked over what is being submitted. Upon completion of their program review, each program/unit should email its VP to let him know it’s ready to be reviewed and submitted.
   B. The Student Support Services Committee needs to finish posting all of its Comprehensive Program Reviews on its website.

4. Timing of Comprehensive Program Reviews (CPRs)/validations:
   A. 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 Admin. Services and Student Services divisions are okay with this timeline, as they plan to conduct their comprehensive reviews over the summer such that they would be complete by Fall.
   b) EPC discussed this timeline and decided to finish out the current 3-year cycle with conducting the final third of academic CPRs in Spring 2016. It will then plan to conduct the next cycle in the fall semesters (starting Fall 2016).

5. Comprehensive program review of non-academic Academic Affairs units (e.g., Assessment, Learning Resource Center, etc.):
A. It was discussed that certain programs do not need to undergo a CPR (e.g., CalWORKS, Foster Care/Kinship Care).
B. For the remaining units, it was decided that the comprehensive validations of these units would be performed by a team consisting of the overseeing Dean and the Vice President of Academic Affairs every three years.
C. The Assessment Office and the Honors Program will be assigned Deans to oversee them.

6. PROC annual self-evaluation:
   A. Although not required by the Shared Governance Oversight Committee (SGOC), PROC completed the SGOC’s annual self-evaluation form to reflect on the past year and prioritize goals for the year ahead. The completed form is attached.

7. Meeting time for next year:
   A. The committee decided to keep the same meeting time for next academic year (1st Tuesday of the month from 1:30pm to 3pm).

8. Items from the floor:
   A. None.

9. Adjourn:
   A. The meeting was adjourned at 3:00pm.

Minutes by S. Master
1. Please indicate the dates of each of your meetings in the past year.

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2. Are the minutes and agendas of these meetings all currently posted on your website?  
   The website is mostly up-to-date and will be completely updated once the last four sets of minutes are approved.

3. Are the membership constituency and term accurately reflected on the website?  
   Need to update Student Services representatives on website

4. Are the members of the committee attending meetings regularly as prescribed in the membership guidelines? If not, has the appropriate constituent leadership been contacted for a replacement?  
   While the meetings usually have quorum, attendance has not been ideal. This is mostly unavoidable due to the busy schedules of the leadership included in PROC's membership. The committee needs 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 has contacted Wally and Daniel Villanueva about this. Also, the AFT Appointee would like to be replaced, but no one from the AFT has volunteered.

5. Does the committee have a full membership? If not, what is the primary challenge in attaining a full membership?  
   Yes, but see response to question 4 above.

6. List the members and constituency that are terming out before the next academic year.  
   N/A

7. What would you consider to be the main accomplishments that your committee achieved this academic year as related to the 2013-2018 LAMC Strategic Master Plan goals and objectives?  
   The main purpose of the PROC is to review, evaluate, and improve the process of program review on the campus, and this directly relates to SMP 2.2. All PROC meeting
discussions are focused around this central objective. Furthermore, the Vice Presidents’ SWOT reports, and the synthesized report of themes from their reports that was shared with College Council, greatly helped to identify areas on which the campus needs to focus as a whole to achieve greater institutional effectiveness and student success. Furthermore, the changes made to the program review system based on the committee’s review of feedback from last year greatly enhanced the spring 2015 program review process and made it more meaningful.

8. Which of your prioritized goals identified in your 2013-2014 Self-Evaluation (for 2014-2015) were you unable to complete this year or are still in progress? If your committee was unable to complete a goal, please explain why.

1. **Finalize the process for Comprehensive Program Review of the President’s and Vice Presidents’ offices (still in progress)**
2. **Enhance the instructions for/in the Program Review system (e.g., pop-ups within the program review screens, adaptation of some of Dr. Matthew Lee’s Student Services presentation specific to our needs, etc.) – this will be done once the conversion to the new platform is completed in 2015-2016**

9. Please list your prioritized goals for the **2015-2016** academic year. (These goals will be discussed in the fall College Council Retreat.)

1. **Oversee the successful migration of the online program review system to the new platform in time for Spring 2016 program reviews.**
2. **Enhance the instructions for/in the new online program review system, and thoroughly train users on the new system.**
3. **Finalize the process for Comprehensive Program Review of the President’s and Vice Presidents’ offices based on the Administrative Services pilot, and incorporate review screens for these units into the new online program review system.**
4. **Update/revise the Program Review Handbook.**

10. Are your prioritized goals within the scope of your committee charter?
**Yes**

11. Is your membership adequate to meet the work challenges of the committee? If not adequate, what changes should be made in committee composition, function or charge to enhance its effectiveness?
**The membership is adequate.**

12. Do you have any suggestions on how to improve our shared governance process?
**Not at this time.**

__________________________  ___________________________  _____________________
Sarah Master                                      Co-Chair Signature                                      Date
Co-Chair Print Name

__________________________  ___________________________  _____________________
Dennis Schroeder                                      Co-Chair Signature                                      Date
Co-Chair Print Name