Los Angeles Mission College
Program Review Oversight Committee (PROC)
March 27, 2014 - 12:15 pm-1:45 pm
CAI 2nd floor Conference Room

Meeting Minutes

Members Present: Michael Allen, Nick Minassian, Monica Moreno, D’Art Phares, Joe Ramirez, Dennis Schroeder, Janice Silver

Members Absent: Walter Bortman, Niki Milani, Leslie Milke, Sarah Master, Mary Lou Mendoza, Daniel Villanueva

Guests Present: Patricia Chow, Pat Flood

1. Review of Agenda
   a. Michael Allen chaired for Sarah Master who was called away at the last minute
   b. The agenda was reviewed and approved.

2. Approval of Minutes of Feb. 27th, 2014
   a. MSP (Phares/Silver; Moreno and Minassian abstaining) to approve as amended.

3. Membership (election of new co-chair and member replacements)
   a. The Committee welcomed Nick Minassian as a new member
   b. Michael Allen nominated Dennis Schroeder as co-chair; Schroeder accepted the nomination
   c. MSU (Phares/Ramirez) to appoint Dennis Schroeder as co-chair

4. College Council recommendation to the PROC and LOAC
   a. College Council requests that PROC and LOAC work together to better integrate Learning Outcomes into the institutional planning process.
   b. MSU (Silver/Phares) that the co-chairs of the two committees work with the membership to establish a series of joint meetings in which the two committees can discuss ways this might be accomplished.

5. 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
   a. Patricia Chow presented information she and Sarah Master found regarding how other district campuses have handled program review for these areas (VP’s reviewing each other; President reviewing each VP’s office, etc.). One suggestion was the PROC handle these reviews, but it was felt that this was outside PROC’s mandate. It was generally agreed that the shared governance committees already engaged in program review should also review the 3 division offices. But because the administrators on those committees would need to be recused from evaluating their own offices, there was a suggestion that Academic Affairs not be reviewed by EPC, nor Student Services by SSC, etc. No decision was reached and this will be revisited at a future meeting, as will whether to, and if so, how to evaluate the Office of the President.
b. There was also considerable discussion about the feasibility of program review for the Sheriff's Office. It was agreed that those aspects of security that were subject to supervision by Administrative Services should be included in the review of the Office of Administrative Services.

6. Review of revisions to the Program Review Handbook
   a. The committee reviewed the handbook as revised by Silver, Phares, and Master.
   b. MSU (Phares/Silver) to adopt the draft with the understanding that, as PROC determines how the 3 divisions’ and President’s offices are to be reviewed, that process be added to the handbook.

7. Discussion of timeline and transparency of Program Review/budget allocation process, including discussion of VP/PROC summary reports from Program Review
   a. Tabled

8. Program review trainings for Spring 2014
   a. Training on the Program Review process as a whole is scheduled for all Student Services personnel on April 17 from 9-12
   b. Master, Minassian, and Chow will provide training regarding the changes recently made to the online system during the April 16 Chairs & Deans meeting (to which vice-chairs will also be invited), and the same training on April 17 from 1-2 for Admin and Student Services.

9. Items from the floor
   a. None

10. Adjourn
    a. MSU (Phares/Ramirez) to adjourn at 1:40pm

**Next meeting:** Thursday, April 24th; 12:15pm – 1:45pm, CAI 2nd floor Conference Room

Minutes by D’Art Phares