Meeting Minutes

Present: Sarah Master, Monica Moreno, D’Art Phares, Dennis Schroder, Janice Silver, Daniel Villanueva, and Tara Ward

Absent: Michael Allen, Walter Bortman, Niki Milani, Leslie Milke, Joe Ramirez, Hanh Tran

Co-Chair Sarah Master convened the meeting at 12:40 pm

1. Review of Agenda
   a. Reviewed and approved

2. Approval of Minutes of Nov. 19th, 2013 and Dec. 11th, 2013
   a. MSU (D’Art Phares/Tara Ward) to approve the minutes of Nov. 19, 2013, as revised.
   b. MSU (D’Art Phares/Jan Silver) to approve the minutes of Dec. 11, 2013, as revised.

3. Selection of PROC member to serve as a voting member on College Council
   a. MSU (Jan Silver/D’Art Phares) to make Sarah Master the voting member of College Council.

4. Review of feedback from Fall 2013 program review (unit assessment), including discussion of recommended data/training needs and improvements to be made
   a. The committee reviewed the feedback and the plans to incorporate changes to the system.

5. Review of revisions made to the Program Review Handbook
   a. Phares and Silver had worked on revising the Program Review Handbook and a draft was sent out to PROC members prior to the meeting. The committee began discussion of modifications to the Handbook, and Phares and Silver will further revise the Handbook based on today’s discussion.

6. Discussion of timeline and transparency of program review/budget allocation process
   a. PROC discussed Michael Allen’s request from the last PROC meeting that the Vice Presidents of each division should compile the objectives and budget requests coming out of their respective division’s units into a report to PROC that summarizes the major themes of these plans and requests. PROC should then synthesize the information and report to the College Council.
      i. General agreement that this will happen. There was concern over just what role PROC serves: report? evaluate? summarize? We will ask Michael to clarify next month.
   b. There was agreement that all entities need to complete comprehensive reviews on a 3-year cycle. For evaluations of comprehensive reviews, it was agreed that EPC review Academic & Instructional programs; SSSC review Student Services programs; Facilities Planning review Admin Services programs; College Council review Office of the Pres programs. Academic Affairs will review Academic & Instructional Support programs and report on their findings to EPC (or SSSC, whichever is most appropriate?).

7. Items from the floor
   a. Tabled

8. Adjourned at 2:44 pm

Next meeting: Thursday, Feb. 27th; 12:15pm – 1:45pm, CAI 2nd floor Conference Room