Los Angeles Mission College  
Program Review Oversight Committee  
December 11, 2013 - 12:30 pm  
CAI Arroyo Room 1  

Meeting Minutes  

Present: Michael Allen, Walter Bortman, Sarah Master, Leslie Milke, D'Art Phares, Joe Ramirez, Dennis Schroder, Janice Silver, Hanh Tran, Daniel Villanueva, and Tara Ward  
Absent: Niki Milani and Monica Moreno  

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

2. Approval of minutes of Nov. 19, 2013. The minutes from the Nov 19, 2013 meeting were not available and will be tabled for the next meeting.  

3. Discussion of Spring Annual unit assessment program review cycle based on feedback from College Council. The annual unit assessment cycle was noticed by College Council and a change in the closing date was requested. The program review online system will open the first Monday in March and close the last Friday in May, which allows additional time for program review completion. College Council also requested a friendly amendment for requesting contingency funds for unforeseen circumstances after the program review system closing date. The revisions will go back to College Council for final approval at the next College Council meeting on Dec. 19, 2013.  

4. Continue review of assignments of units (and their Comprehensive Program Reviews) to each Division  
Q. What areas under the program structure should complete a comprehensive program review, and who is responsible for the reviews and is the structure for the review 6 years or 1 year?  
A. PROC members determined that departments under Academic and Instructional Support should also complete comprehensive reviews.  

*Additional Changes to the Program Review Structure*  
PACE, Title V HIS, and Food Service are removed from the structure chart  
Coop Ed. is added under A&I programs  
Office Institutional Effectiveness replaces Research Office  
STEM replaces Tech Prep  
Library is removed from A&I programs and moved under A&I support  
Learning Resource Center is removed from A&I programs but is kept under A&I support and is renamed Learning Center  
Honors Transfer Program is renamed Honors  
Matriculation/assessment and Orientation is renamed 3SP (Student Services and Support Program)  
Student Support Services is renamed Student Support Services (TRIO)  
Title V LRC is renamed HSI  
Bookstore is renamed Student Store  
Sheriff’s department is added under the Administrative Services model  
CLEP is not currently a program at LAMC and is placed on hold for further discussion  
Cal Works does not need to complete a comprehensive program review, and remains under the A&I support column  
Public Relations and Marketing have been added to the President’s office non-instructional model
Hanh Tran will revise the program review structure chart and bring it to the next meeting.

5. **Feedback from Fall 2013 program review (unit assessment) including discussion of recommended data/training needs and improvements to be made:**
   Feedback from the Fall 2013 program review was handed out. Sarah Master and Hanh Tran will meet to review the list and set prioritizations, and the list will be reviewed at the next PROC meeting.

6. **Suggested changes to the Program Review Handbook.**
   The PROC handbook is currently under review and request for changes will be sent to various committees before the next meeting.
   - PROC suggested that final changes to the handbook will be made between January and March prior to Program Review opening day.
   - PROC suggested that a taskforce work on making additional changes for faster completion. Janice Silver and D’Art Phares have volunteered for the taskforce and will work on the revisions.

7. **Discussion of transparency of program review/budget allocation process.**
   Page 2 of the program review feedback list requested additional transparency to determine what budget requests were approved. It was suggested that the VP’s follow up with their divisions, via their respective shared governance committees, to ensure everyone knows that their program reviews have been reviewed and what prioritization lists have been developed and sent to the Budget and Planning Committee. The committee recognized that budgets are approved but feedback from administration is not always sent to various divisions. The need for more transparency and development of a timeline/process will be discussed further at the next PROC meeting. In addition, Michael Allen reiterated his 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 from the Vice Presidents’ reports into an institution-level report to the College Council.

8. **PROC meeting schedule.** PROC will meet on the 4th Thursday of each month, from 12:15pm-1:45pm.

9. **Items from the floor.** None

10. The meeting adjourned at 2:02 pm

Next meeting January 23, 2014 at 12:15 pm