Members Present: Michael Allen, Rod Austria, Sarah Master, Niki Milani, Leslie Milke, D’Art Phares, Joe Ramirez, Dennis Schroeder, Janice Silver, and Daniel Villanueva

Guest(s) Present: Patricia Chow and Nick Minassian

Members Absent: Walter Bortman and Tara Ward

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

2. Approval of Minutes of November 4, 2014:
   A. MSP Phares/Silver (with the change of the word “whoever” to “whomever” under 1B.)
   B. A replacement for Monica Moreno has not yet been elected to be co-chair of the Student Services Committee, so PROC is still lacking this member.

3. Demonstration of LA Valley College’s online program review system:
   A. Nick Minassian did a presentation of the online Program Review system that he has been working on creating for Los Angeles Valley College (LAVC) and that LAVC is implementing this fall.
      i. The system is available online and can be viewed on smartphones and tablets as well.
      ii. The system is modeled after LAMC’s current system, but it is on a new platform. Nick presented the structure of the new system, demonstrated its capabilities, and answered questions.
      iii. The LAVC system is accessed through a link on their webpage (not through their portal) and does not use codes for programs – users sign in as they would to their email account, and then they see the units assigned to them.
      iv. LAVC is currently using three templates – Instructional, Non-Instructional, and Collaborative.
      v. “Units” include departments and disciplines, “models” are sets of screens that are assigned to units and contain “pages” with different “modules” (Nick shared a handout with a diagram of this structure).
      vi. The system links to the SLO system and to curriculum information.
   B. The new platform has several benefits over LAMC’s existing system, including increased flexibility and added features. There do not appear to be any disadvantages to moving to the new platform – the new system is user-friendly and will improve upon the functionality of the College’s current online Program Review system without losing any existing capabilities.
   C. If we switch to the new system, all of the information in the old system will remain in the old system, and we could also keep copies of the old program reviews in PDF format.
   D. The PROC decided to make the following recommendation to College Council: PROC recommends that the College move forward with the migration of its existing online Program Review system to the new platform that is currently being implemented at Los Angeles Valley College, pending input from the Technology Committee. The migration would begin in Spring 2015, with full implementation by Spring 2016.
E. Over the course of the next year, demonstrations of the new system will be made to each College division. There will also be opportunities for user groups to test the system and provide input.

4. Review of Vice Presidents’ “SWOT” reports of the major themes of the planning objectives and resource requests from their divisions’ most recent program reviews: Tabled
   A. The due date of these reports was revised to January 6, 2015.

5. Finalize 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: Tabled

6. Finish discussion of Program Review system feedback and modifications/enhancements: Tabled

7. Items from the floor:
   A. The meeting time of the next PROC meeting is changed to 12:00pm-1:30pm on Tues., Jan. 6, 2015 (in the Academic Senate Office), and Danny will be providing lunch.

The meeting was adjourned at 2:59pm.

Next meeting: Tuesday, Jan. 6, 2015; 12:00pm-1:30pm, Academic Senate Office

Minutes by S. Master