Present: Michael Allen, Sarah Master, Mary Lou Mendoza (for Dennis Schroeder), Leslie Milke, D’Art Phares, Joe Ramirez, Janice Silver, Hanh Tran, and Daniel Villanueva

Absent: Walter Bortman, Niki Milani, Monica Moreno, and Tara Ward

1. Review of Agenda
   a. The agenda was reviewed and approved.
   b. This is Hanh’s last PROC meeting, as she has accepted a position at LAVC - Jan Silver went on record to honor Hanh and her important contribution to the creation of the PROC committee.

2. Approval of Minutes of Jan. 23rd, 2014
   a. M/S/P (Jan Silver/D’Art Phares; with Mary Lou Mendoza, Leslie Milke, and Michael Allen abstaining) to approve the minutes of Jan 23rd, 2014.
   b. The committee discussed the need for a new co-chair to replace Hanh, and it was suggested that Dennis Schroeder would be a good possibility – since he wasn’t present at the meeting, the issue will be re-visited at the next meeting.
   c. There is also the need to replace Hanh on the committee with a representative from IT – Danny Villanueva said that he will ask Nick Minassian.
   d. Discussion then ensued about the Administrative Services strategy regarding hiring a replacement for Hanh’s position in the IT Department.

3. Review of finalized Program Review Structure chart and discussion of comprehensive program review validation/validation teams
   a. In terms of the Program Review Structure chart:
      i. “Health/Kinesiology” should be “Health/Kinesiology/Dance”
      ii. “Child Development” should be “Child Development/Education”
   b. Discussion then ensued concerning who should validate the comprehensive program reviews 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).
      i. Joe Ramirez stated that the Office of Student Services did do an annual unit assessment in the fall and reported on it to the Student Support Services Committee.
      ii. The Committee discussed that it needs to come up with a plan as to whether it is going to pursue a prescribed method for validation of these office’s program reviews and, if so, what the logistics should be.
         1. Sarah Master will ask the members of the District Research Committee (made up of researchers from all nine LACCD colleges) if their division and Presidents’ offices do program review, and if so, what is their process and who reviews the program reviews – she will report back at the next PROC meeting.
         2. At the next meeting the PROC will make recommendations regarding who should be doing program review, how often, and who will validate.
4. Review of revisions to the Program Review Handbook - tabled

5. Discussion of timeline and transparency of Program Review/budget allocation process, including discussion of VP/PROC summary reports from Program Review - tabled

   a. Extensive training should not be needed for this round of program review annual unit assessments, as units just went through trainings and the process in the fall; however, trainings on the modifications/enhancements that have been made to the online system should be scheduled for some time in April.

7. Items from the floor - none

8. Adjourn
   a. The meeting was adjourned at 1:24pm (it was adjourned early due to many members needing to leave to attend another meeting beginning at 1:30pm).

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

Minutes – S. Master, L. Milke, and D. Phares