

Los Angeles Mission College
Program Review Oversight Committee (PROC)

October 7, 2014 – 1:30pm-3:00pm
CAI 2nd floor Conference Room

Meeting Minutes – FINAL

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

Members Absent: Walter Bortman, Monica Moreno, Joe Ramirez, and Tara Ward

The meeting was called to order at 1:36pm.

1. Review of Agenda: The agenda was reviewed and approved.
2. Approval of Minutes of March 27, 2014 and May 22, 2014
 - A. March 27 meeting: MSP Phares/Allen (2 abstentions: Austria and Milke)
 - B. May 22, 2014 meeting: MSP Silver/Phares (3 abstentions: Austria, Milke, and Silver)
3. Review of PROC Charter:

It was discussed that PROC may need more Student Services members in order to avoid being “top heavy” with Academic Affairs members. It was also decided that PROC will meet on the first Tuesday of each month from 1:30-3:00pm.
4. Program Review Structure:

The committee took one last look at the Program Review structure before it gets posted. Sarah also went over the PROC self-evaluation that was completed during the May 22nd PROC meeting and that will be submitted to SGOC. One of the four goals of PROC is to finalize the process for Comprehensive Program Review (CPR) for the President’s and Vice Presidents’ offices.
5. Program Review Status:
 - A. As scheduled, **Academic Affairs** completed all of the CPRs for one third of its programs in Spring 2014, with the exception of Professional Studies, which will complete its CPR by the end of October.
 - B. **Student Services** completed all CPRs for all of the units in its division by the end of August 2014, and one third of the units will be going through the CPR process again in 2015.
 - C. **Administrative Services** will be meeting soon to complete CPRs of all of the division’s units, and it was discussed that they could follow a similar format/process as the Student Services division and that it would be very helpful for Dr. Matthew Lee to come out and help Admin. Services with their program reviews and program review process the way he did for Student Services (see the first recommendation below). It was also discussed that it’s really important to come together with the shared governance committee for the division to get recommendations and commendations on the CPRs.

Possible additional elements for CPRs in Student Services and Admin. Services were also discussed, which, as in Academic Affairs, could involve additional screens, follow-up questions, projecting goals out further, etc.

There was much discussion regarding the mechanism used to assess/provide feedback on the Program Review yearly updates. Currently, this process has not been well-specified and little feedback is typically given to the department chairs. For Academic Affairs, it was agreed that there needs to be some systematic review by the appropriate Deans, and that they would provide feedback to each department chair during one of their regularly-scheduled meetings each year. These reviews will be reported to the VP who, in turn, will report a summary to PROC. The fact that Program Review yearly updates are now completed in the Spring will allow the Deans to review the yearly updates in the summer and then meet with the department chairs in early fall (see also the second recommendation below). The Student Services and Administrative Services divisions will follow up with their Managers as to how to proceed with evaluating the Program Review yearly updates and provide feedback to the managers. Student Services and Admin. Services will be making recommendations for how to formalize the process of feedback on their annual program reviews at the next PROC meeting. PROC will continue to work on standardizing and aligning what all divisions are doing in Program Review.

6. Based on the discussions above, PROC is making three recommendations:
 1. Recommending that Dr. Matthew Lee be retained to consult with the Administrative Services division on its program review process. (This recommendation will go to College Council for approval.)
 2. Recommending a standardized timeline for completion of CPR validations across the divisions, such that they should occur in the fall semester for the units up for CPRs – this way the CPR/validation can be based on the most recent information entered into the program review screens the preceding spring, and will give the validation teams the summer to review the CPRs so that the validation process can be completed in the fall.
 3. The Vice Presidents of each division will report the major themes of the planning objectives and resource requests from their respective divisions to PROC (in the form of a SWOT analysis) at the Dec 2nd, 2014 meeting. These reports will then be shared with College Council.

The meeting was adjourned at 2:10pm.

Next meeting: Tuesday, Nov. 4, 2014; 1:30pm – 3:00pm, CAI 2nd floor conference room

Minutes by L. Milke and S. Master