

Minutes: Program Review
Friday, Jan 23, 2009, 1 – 3:30 p.m.
LIB 109

Members in attendance: C. Huston, S. Lillard, T. Maul, P. Ferri-Milligan, J. Stanskas, R. Jaramillo, G. Hinrichs, N. Sogomonian, D. Knight, A. Wooten

Program Efficacy

- Review of 07/08 Results
- 39 programs to review for Spring 2009: Committee reviewed the list of programs for review and made the following corrections/recommendation
 - Business Calculations to be included with Economics
 - G. Kelly should be contacted to determine if Trucking is still an active program
 - K. Ragan should be contact for input regarding the participation of the Vocational Education in the program review process. There were two differing points of discussion (a) Vocational Education (VE) serves multiple Division/Department/Programs on campus and VE's efficiency impacts how well these areas serves students and therefore should participate in Program Efficacy. (b) VE is an administrative office much like a division office and division offices are not reviewed.
 - Psychology should be added to the list of programs to be reviewed
- Review of Efficacy Process: An instructional document was given to committee members regarding their role in program efficacy
- Forms and Rubric: Committee members will review the forms and rubric on their own and contact a co-chair or senior member of the committee with any questions.
- Data Workshops: Troy Sheffield will coordinate hosting data workshops with James Smith in February.

Evaluating and Restructuring Program Review

- Focus Groups: Troy Sheffield and James Smith are in the process of conducting focus studies with stakeholders on the program review process.
- Timeline: Committee briefly discussed possible timelines for changes in the program review process. It was decided that the discussion was premature and
 - PR Committee should have the results of the focus studies prior to a timeline discussion.
 - The reorganization of the campus committee structure proposed by the Academic Senate should be considered when addressing changes in the PR process. The campus committee structure proposal is currently at College Council.
 - PR Committee decided to meet at 1 p.m. on February 27 for a committee wide discussion on the effectiveness of the 3-year PR process and determine what steps to take in the future. The PR Committee hopes to have the results of J. Smith's focus study and feedback on the campus committee structure.

- Approval Process
 - It was noted that any changes to the actual PR review process would need to be collegially agreed upon by the Academic Senate and the Administration.

Review of Special/Emergency Meeting on 12/11/2009

- Feedback: C. Huston advised the committee of the feedback that had been received regarding the Emergency meeting of PR called by the President on 12/11/2009. It was generally felt that:
 - The committee should have been advised of the topic prior to the meeting
 - The meeting was one-sided. The committee should have had the opportunity time to gather and review data when being asked to advise the President about the termination of a program.
 - There should have been a representative from the program to address any questions asked by the committee
 - That given the economy and the State budget issues it is likely that the President would again be asking the PR Committee would be to serve in an advisory capacity regarding the discontinuation of other programs on campus.
 - It was noted that PR committee members have been approached by faculty who are concerned about the survival of their programs.
 - It was noted that PR serves in an advisory capacity to the President and the President does not need to approval of the committee to discontinue a program.
- Establish Process and Standards for Special/Emergency meetings: The committee discussed the need for meeting guidelines to address the concerns stated above. It was felt that:
 - In future, all PR Meetings should comply with the Brown Act therefore committee member will be notified of meetings and provided with a published agenda three working days prior to the meeting.
 - Additionally, the current Program Efficacy and Needs Assessment documents for programs to that will be discussed during the meeting should be sent to PR committee members.
 - Division Deans and Department Chairs of programs being discussed during the meeting should be invited to attended. If Division Deans and Department Chairs choose to attend meetings that directly impact the future of their programs. SBVC Administration will provide release time from their normal instructional workload.
 - C. Huston will advise the whole committee of these proposed guidelines and seek changes and/or additions from the members who were not in attendance. Once the committee has reached consensus, the new meeting guidelines will be presented to the Academic Senate for their endorsement.
- Comments:
 - It was noted that Program Efficacy documents were due on March 5th 2009, the day before Spring Break and recommended that the deadline be extended to March 16, 2009.

- It was noted that the PR Committee does not meet on March 5, 2009 as stated in previous correspondence.
- Please see updated Program Review timeline for Spring 2009.