Notes from Program Review Committee Meeting on May 18th, 2011
2 pm to 3 pm in HC 128

Present: Sara McKinnon, Erik Dunmire, Chris Schultz, Yolanda Bellisimo plus Blaze Woodlief, Bonnie Borenstein, Peggy Dodge from the Ed Planning Committee.

Agenda:
1) Evaluate the non-budgetary sections of the 2009 Program Review Template.
2) Review Discipline Review Template from years before program review
3) Choose which parts of discipline review would be useful to incorporate into the program review template.
4) Review the curriculum section and SLO section
5) Consider a more strategic question since this will now be done on a two or three year cycle.

Evaluate the non-budgetary sections of the 2009 Program Review Template.

1) Program Overview – this part is fine as is.
2) Five Pathways – Self-reported answers in this section proved inaccurate and inconsistent. Most of it can be dealt with more effectively in the SLO section.
3) Student Access and Success – It was felt that this part will have more substance in years to come since faculty will have access to better and more comprehensible information through the “Dashboard”.
4) Facilities: Suggested adding the following prompt: Please indicate if space is new, existing, temporary and clearly indicate the facility and room numbers for any complaints or suggestions or requests.
5) Curriculum – Suggested adding prompts regarding course deletions as to whether a course is a pre-/co-reqs for other disciplines or part of another discipline’s degree or certificate or if it is cross-listed.
6) SLO section – Suggested making prompts centering around assessment and assessment results as well as actions to be taken as a consequence of findings.
7) Program Summary – ok as is.
Review Discipline Review Template from years before program review and Choose which parts of discipline review would be useful to incorporate into the program review template.

Discipline Review Template asked for answers in two columns:

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<th>Description &amp; Current Goals; Analysis: strengths and constraints</th>
<th>Future Goals &amp; Recommended Actions</th>
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These were addressed in the following 7 areas

1) Faculty
2) Discipline Mission
3) **Major Areas of Emphases**
4) Course Offerings
5) **Interdisciplinary Components**
6) Student Data
7) Community Links

The committee decided that parts 3, 4, and 5 above would be useful to add to the program review. The following were some of our ideas:

1) What is the point of your degree? (check off box)
2) Our courses are prioritized according to department goals. (attach blueprint)
3) Review the relevancy of your courses, certificates and degrees:
   a. To the modern world
   b. For vocational training
   c. For transfer
   d. For Basic Skills
4) Have there been changes in the field that might impact your course offerings or degrees?
5) What are your degree outcomes?
6) How are they reflected in your courses?
7) In which courses do students learn each one? (mapping)

**Review the curriculum section and SLO sections**

Given the suggestions above, prompts will be re-written over the summer.

**Consider a more strategic question since this will now be done on a two or three year cycle. (Point of Improvement?)**

- What do you do to help student achieve a particular outcome?
- How can we improve X? Give specific strategies.
- Can you pick one or two things that you will do to improve your program over the next 2-3 years. Outline your strategies for improvement. Detail any resources you will need to achieve this improvement.