

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Daniel Hernandez, Academic Affairs

DATE: May 10, 2019

SUBJECT: **April 16, 2019 Minutes of IPR Meeting**

**In attendance at the meeting were:**

Angie Conley (Co-Chair)  
Sunday Obazuaye (Co-Chair)  
Rebekah Hathaway  
Stephanie Rosenblatt  
Andrew Vines  
Henrietta Hurtado  
Carmen Lizarraga  
Collen McKinley  
Kristi Blackburn  
Mark Olague  
Graciela Vasquez  
Ernest Lew

**Absent**

Guillermo Rivera  
Reed Brown  
Reuben Foat  
Patricia Robbins-Smith

**Special Guests**

Angela Hoppe-Nagao (Speech)  
Mickey Micic (Plastics and Composites)  
Mike Fitzgerald (Plastics and Composites)  
David Li (Plastics and Composites)

1. **Introductions & Welcome** – The committee introduced themselves to Angela Hoppe-Nagao from the Speech Department and Mickey Micic, Mike Fitzgerald, and Dejung Li from Plastics and Composites listed under Special Guests. The committee began the meeting at 3:15 pm.

2. **Approval of Minutes 3/05 and 4/02** – Committee member Graciela Vazquez motioned to approve the 3/05 minutes. Seconded by Henrietta Hurtado. Carmen Lizarraga and Colleen McKinley abstained. The committee unanimously approved the minutes from 3/05.

Colleen McKinley motioned to approve the minutes from 4/02. Carmen Lizarraga seconded. Ernest Lew and Graciela Vazquez abstained. The committee unanimously approved the minutes from 4/02

3. **Speech Visitation** – Department Chair Angela Hoppe-Nagao presented Speech's self-study report to the committee. Angela began to go over the SWOT analysis for the program. Angela stated that the program has many strengths in regards to course and program completion, faculty engagement, and campus-wide collaboration. Weakness in the program are certificates, department name, SLO's assessment, and AB 705. The program will be changing its name from Speech to Communication Studies beginning fall 2019. AB 705 will likely affect student success rates because of the removal of pre-requisites for their classes in which the program benefits from having these pre-requisites. The program has difficulty with eLumen, which has hindered their SLO's assessment. Angela stated that they are working on improving their SLO's assessment in the future. Short-term goals for the program include, developing new certificates, creating a master online Speech 100 course, and getting more funding for their Forensics team. Mid-term goals include, updating and renovating office space for the department and getting new office technology (printers, copier machine, ports). Long-term goals include, increasing SLO's assessment throughout the department and increase enrollment in Speech courses that need the improvement. The committee issued feedback to Angela. The committee motioned to approve the report. The committee unanimously approved the report.

4. **Plastics and Composites Visitation** – Department chair Mickey Micic alongside Mike Fitzgerald and David Li, presented their self-study report to the committee. The department started their review by going over their SWOT analysis, which highlights the strengths and weaknesses of the program. Mickey stated that the Plastics and Composites program is unique by being the only one in the state to have both components. The department also collaborates with the Cerritos College Strong Workforce Program in order to assist students with hands on experience that will benefit them with future job opportunities.

Weakness presented were shown as not having an up to date curriculum for the program. In addition, enrollment has been on a downward trend for the last few years. The program also stressed the lack of full time dedicated faculty.

The department also reviewed their goals for the program and assigned individuals responsible for achieving said goals. For short term, the program wants to hire more full time Faculty, create new certificate of achievements, and purchase new equipment for their facilities. Mid-range goals consisted of revising the class schedule for their department, preparing instructors to offer Distance Education courses, and contact local high schools to promote more students to enroll in their courses. Long-term goals aimed to create a relationship with the collision repair program on campus, support technology based learning with a focus on three-dimensional printing, and laser guided prototyping. The committee gave feedback to the program. Stephanie Rosenblatt motioned to approve the report, seconded by Sunday Obazuaye. The committee unanimously approved the report.

5. **Review of Programs Updates** – All visitations have been completed for spring 2019. Engineering Design Technology and Math will be up for review in fall on September 17, 2019. The respective liaisons will give feedback within a week to these departments.
6. **IPR Workbook & Protocol Updates** – The committee reviewed the IPR workbook to see if there are any changes that need to be made. If there is a page that needs to be updated, it should be noted and brought to the next meeting so that there can be a vote for it. The committee created a document that outlines a protocol for new committee members. There are three main points
  1. Materials Supplied: states that new members will receive an IPR binder in which they can store all of their committee documents.
  2. Assignment: states that new members will be assigned as a liaison to programs but not as a liaison lead their first year. New members will be added to the IPR emailing list and cc'd on any emails regarding the IPR Committee and Programs that they are liaisons to.
  3. Orientation: states that new members should attend the IPR orientation that is held at the end of November in Fall.
7. **Items from the Floor** – No items from the floor

**Meeting Adjourned at 4:30 PM**  
**Next Meeting is September 03, 2019**  
**MCIS 205**