

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Rebecca Rios, Academic Affairs

DATE: December 3, 2019

SUBJECT: **October 15, 2019 Minutes of IPR Meeting**

In attendance at the meeting were:

Sunday Obazuaye (Chair)
Carmen Lizarraga
Ja'net Danielo (Substitute for Mark Olague)
Henrietta Hurtado
David LI
Patricia Robbins Smith
Stephanie Rosenblatt
Nicole Iwaz
Andrew Vines
Graciela Vasquez

Absent

Collen McKinley
Rebekah Hathaway
ASCC Representative
Fine Arts Representative
Humberto Solis
Ernest Lew
Business Ed. Representative

- 1. Introductions & Welcome** – The meeting is called to order at 3:05 pm. Committee Chair Sunday Obazuaye welcomed members to the meeting. Ja'net Danielo was introduced to the committee as Mark Olague's substitute for the semester.
- 2. Approval of Minutes 10/01/19** – Nicole Iwaz motioned to approve the minutes; Colleen McKinley seconded the motion. Minutes were approved, with Ja'net Danielo and Patricia Robbins Smith abstaining.

3. **Math Visitation** – Colleen McKinley spoke as the liaison for the Math Department regarding the postponement of the Math presentation. Due to the liaisons receiving the report so recently, she requested Math's visitation be delayed until November 5, so as to give the liaisons, as well as and the committee, time to review the documents. The committee agreed to move the Math presentation to November 5 with Women's and Gender Studies.
4. **ISER (International Self-Evaluation Report) Feedback** – The committee broke into pairs and split the standards up amongst each grouping. Feedback is due November 5.
5. **Review of Programs Update and Liaisons** – Philosophy is behind in their report because of a new chair. Their reschedule date is unknown at this time due to how far behind in the process they currently are.

The importance of all chairs attending the mandatory orientation for Program Review was reiterated at this time by the committee, and the committee chair needs to ensure all departments have signed and submitted Appendix A. Because this process is a critical part of our accreditation, a column for Appendix A should be added to the calendar titled "Appendix A Received", so the committee chair can place a check mark next to those who have submitted the form. In the meantime, liaisons were encouraged to contact their programs to remind them of their dates.

It was decided that those presenting in January should have the due dates for their drafts moved so the committee and the faculty will not be responsible for reviewing and writing reports over winter break. First drafts will now be due November 16, 2020; final reports will be due December 14, 2020; the presentation date will remain January 19, 2021.

Kinesiology's report draft dates were moved to accommodate the holiday. The first draft was moved from December 25, 2019 to January 17, 2020; and the final report was moved from January 22, 2020 to January 29, 2020. The visitation will remain February 4, 2020.

Andrew Vines has replaced Stephanie Rodriguez as the SEM representative.

6. **IPR Orientation 2020-2021 Programs Up for Review** – October 29, 2019, BE 120, 11 am – 12:30 pm. Members were encouraged to attend. Be sure to make it known that programs are to go to the Program Review web page and download all of the necessary forms.

7. **Extensive Laboratory Classification Requirements** – The ELC Committee is working on revising the current mandate of approved labs being reviewed by Program Review every six years. Program Review does not review courses at the course level. This type of review would better be suited for the Curriculum Committee.

8. **Items from the Floor** – It was suggested last year to remove items from the Instructional Improvement section of the form in Appendix G. The committee recommended checking the Education Code before taking any action to ensure doing so would not negatively affect our process and accreditation.

Meeting adjourned at 4:15 pm.

Next Meeting is November 5, 2019

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