

## PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: February 16, 2017

SUBJECT: **February 7, 2017 Minutes of IPR Meeting**

### In attendance at the meeting were:

Angela Conley, Co-Chair  
Stephanie Rosenblatt Co-Chair  
Jan Connal  
Gerardo Estrada  
Mark Fronke  
Kathy Hogue  
Ernest Lew  
Mark Olague

### Absent

David Fabish  
Sergio Macias  
Stephanie Murguia  
Dr. Patricia Robbins Smith  
Graciela Vasquez

### Guests:

Andrew Maz

1. **Introductions** – Andrew Maz and the committee members introduced themselves.
2. **Music Department Visitation** - The Department Chair presented the goals and SWOT analysis. There was a Motion by Mark Fronke to approve the review, Seconded by Kathy Hogue. The committee unanimously approved the review. Stephanie Rosenblatt made several recommendations for edits of the review regarding timelines and people assigned to the tasks. The Chair will make the edits and revise the review as recommended. Miriam will submit the approval and feedback forms to the department.
3. **Approval of Minutes 01-17-17**– There was a Motion by Jan Connal to approve the minutes, Seconded by Mark Fronke. The committee unanimously approved the minutes. There were no abstentions.
4. **Review of Programs Updates 2016-17** – The committee discussed departments and their timeframes. Stephanie Rosenblatt submitted the revised Department/Liaison assignment sheet with the updates for 2016-17. There was a discussion regarding the departments and the form submittals that are due in March of each year; however, it was determined that many of the departments attended the Orientation and were updated at that time. There was a discussion regarding the English department's request for an extension on their review process. The Co-Chairs will follow-up with the department to incorporate a plan. The **Chemistry** department is on

schedule for their visitation, and the liaisons are communicating on the comments they made to send to the department for revisions. Mark Olague and David Fabish have been working with the **Teacher Trac** department and their review is progressing. Dr. Kristi Blackburn updated the committee on the status of data request for the Chemistry department. There was also discussion regarding the status of the English department and recommendations for them to meet with Dr. Kristi Blackburn.

5. **Review of Programs Updates 2017-18** – The committee discussed the deadlines on the Appendix forms.
6. **Items from the Floor** – Stephanie Rosenblatt will reach out to the programs scheduled for review and stress the processing deadlines since some of the departments did not meet the schedule timelines.

*Next Meeting Scheduled for*  
**Tuesday, February 21, 2017**  
**3:00 P.M.**  
**SS 141**

#### Music Department

Department Chair Andrew Maz discussed his goals and SWOT analysis with the committee. During the visitation Andrew shared the goals and activities involved with the department. Some goals included increasing the number of student transfers and completers, achieving a yearly cohort of 15-20 new students in the Commercial Music program, developing additional scholarship programs and creating strong funding to support the department's need for equipment, software and scholarships, and developing funding opportunities with corporate partnerships. The department also plans to discover new options for students seeking to transfer to four-year institutions.

There was also a discussion regarding standardized SLO's for GE courses and group instrument instruction courses. The goals will be available on the Program Review website for further details.