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PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: November 8, 2016

SUBJECT: **November 1, Minutes of IPR Meeting**

In attendance at the meeting were:

Angela Conley, Co-Chair
Stephanie Rosenblatt Co-Chair
Dr. Kristi Blackburn
Jan Connal
Lisa Boutin Vitela
Mark Fronke
Kathy Hogue
Ernest Lew
Dr. Patricia Robbins Smith
Graciela Vasquez

Absent

Gerardo Estrada
David Fabish
Sergio Macias
Stephanie Murguia
Mark Olague
Joe Satterfield
Terry Price

Guests:

Mageya Sharp
Barbara Soden

1. **Introductions** – The BCOM/BCOT Chairs, Mageya Sharp and Barbara Soden introduced themselves to the committee.
2. **BCOT/BCOM Visitation** – The department presented their short and long-term goals and discussed their SWOT analysis and data. There was Motion by Kathy Hogue to approve the review and Seconded by Dr. Patricia Robbins Smith. The committee unanimously approved the review. The review will be posted on the Program Review website.
3. **Approval of Minutes 10-18-16** – There was a Motion by Dr. Patricia Robbins Smith to approve the minutes, Seconded by Lisa Boutin Vitela. The committee unanimously approved the minutes with the roster revisions as discussed. There were three abstentions by Jan Connal, Ernest Lew, and Graciela Vasquez.
4. **Program Review Workbook Updates** – Stephanie Rosenblatt presented the updated revisions of the handbook to the committee. The committee accepted the revisions and recommended updates made

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- by Dr. Patricia Robbins Smith. Mark Fronke will send the SLO updates to the committee. Stephanie will send the information out to the committee for approval by November 14.
5. **Review of Programs Updates 2016-17** – Stephanie Rosenblatt confirmed the committee membership status and confirmed that the members assigned to the upcoming programs will remain active. Dr. Patricia Robbins Smith and Jan Connal confirmed that the **Administrative of Justice** visitation will be held at the next meeting and the draft has been reviewed. Kathy Hogue confirmed that the **Speech and Language Pathology** draft has been turned in. Graciela Vasquez will follow-up regarding draft for the **Auto Repair** department. Mark Fronke submitted an email to the **Music** department Chair and Stephanie Rosenblatt also had a casual meeting with him and reported that the draft is almost completed. Angela Conley presented the updated version of the review schedule for 2017-18 and confirmed the scheduled dates. The committee discussed the Department Chair revisions. The committee confirmed the liaison revision, dates, and Department Chair representatives. There were no program updates to report for 2017-18.
 6. **Items From the Floor** – There were no items to report.
 - 7.

Next Meeting Scheduled for
Tuesday, November 15, 2016
3:00 P.M.
SS 141

BCOT/BCOM Report

The department presented their long and short term goals, SWOT analysis and discussed data they received and attempts to track student progress and tracking when they leave the college including job placement. The department has been actively submitting surveys. Barbara Soden will revisit with Dr. Kristi Blackburn for additional data outcomes. The Chairs shared information with the committee on software programs and tools they are using as well as the progress and success of the BCOT/BCOM department.

The committee and Chairs discussed recommendations and suggestions including various tools for improving student engagement, and upcoming events for assisting with developing online videos to assist students weekly with online courses. Some of the resources the Chairs will plan to utilize and will continue using are additional tools to assisting with tracking student progress including the California State University query reporting as well as the Launch Board offered by the Chancellor's Office. The Chairs will also work with Graciela Vasquez regarding articulation with Adult Education to assist students to improve their writing level. Kathy Hogue offered recommendations regarding CTE assistance. The Chairs will also begin to work with the college Career Services for networking with the BCOT/BCOM departments.