

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Jasmin Sanchez, Academic Affairs

DATE: February 10, 2020

SUBJECT: **February 4, 2020 Minutes of IPR Meeting**

**In attendance at the meeting were:**

Sunday Obazuaye (Chair)  
Rebekah Hathaway  
Nicole Iwaz  
Ja'net Danielo  
Henrietta Hurtado  
Stephanie Rosenblatt  
Carmen Lizarraga  
Graciela Vasquez  
Collen McKinley  
Mark Katayama for Humberto Solis

**Absent**

Ernest Lew  
David Li  
Andrew Vines  
Patricia Robbins Smith  
ASCC Representative  
Business Ed. Representative  
Fine Arts Representative

**Special Guests**

Carrie Edwards, HPEAD – KIN

1. **Introductions & Welcome** – Committee Chair Sunday Obazuaye welcomed committee members. The meeting began at 3:08 pm.
2. **Approval of Minutes 11/19/19, 12/3/19, and 1/21/20**
  - a. **11/19/19** - Sunday Obazuaye mentioned the special guest list from the 12/3/19 minutes need to be added to this set of minutes. The date of the math visitation needs to be corrected to show 11/5/19. The wording on the math visitation report needs to be edited to better reflect the math

departments request for an extension on their final report in order to access current data. The committee unanimously approved the minutes. Mark Katayama abstained.

- b. **12/3/19** – Remove special guest list. The committee unanimously approved the minutes. Mark Katayama abstained.
- c. **1/21/20** – Ralph Casas needs to be added to the list of special guests. Hyphen to be removed from Patricia Robbins Smith. Meeting room will be changed to LA 211. The committee unanimously approved the minutes. Mark Katayama abstained.

### **3. Department Visitation**

Carrie Edwards presented Kinesiology's self-study report to the committee. The Kinesiology department is new and most of the goals revolve around obtaining a new full time faculty and adult hourly support. The adult hourly support would help with conducting outreach to the local high schools and create a marketing campaign for the department. The department will use Strong Workforce and Perkins funding to fund the position. SLOs are a priority for the department and the goal is to get part-time faculty to participate in the assessment and implementation process. Part-timers are compensated for attending department meetings so the hope is there will be more participation at these meetings. The department recently acquired an anatomy dissection table but still needs equipment for CPR and First Aid courses. In order to create awareness of the program, Carrie mentioned the department has been able to work with a company that recently shot a video at the new facility in obtaining raw footage of department information. The department is working on getting the footage edited into a marketing video. Sunday Obazuaye recommended the department reach out to the Counseling department to increase awareness among students majoring in HPEAD programs. Kinesiology is looking to increase general education offerings and adding additional sections of courses that fill quickly such as KIN 108 and KIN 211 but the weakness is the lack of available faculty. The department is working on establishing a part-time faculty pool with HR. Sunday Obazuaye mentioned the program could reach out to the CTX office to get teaching assistants or offer internship to graduate students in the field. Carrie stated the department is working with Anatomy and Physiology in creating a program specific course taught in a kinesiology lab. Stephanie Rosenblatt brought up that A&P has limited lab space and the kinesiology department could seal the deal by offering them space in the new building. Carrie read the last few goals stated in the report with minimal discussion from the committee. Ja'net Danielo moved and Henrietta Hurtado seconded the motion to approve the report with revisions. The committee unanimously approved the report.

- 4. **Review of Programs update and Liaisons** – Liaisons please read drafts and provide feedback to programs. Stephanie Rosenblatt asked if there was a possibility of checking which programs have not attended the orientation so that

they can update those programs with submission deadlines. Sunday Obazuaye mentioned he would send out the information.

5. **Reschedule Woodworking for 4/21/20 instead of 4/7/20** – Woodworking has been rescheduled to visit on 4/21/20 in order to avoid having two programs present at the same meeting. ESL visitation was shifted to account for spring recess. Liaisons were asked to contact their programs.
6. **Revise 2020-2021 calendar for Spring Recess** – Sunday Obazuaye stated the 2020-2021 calendar did not take into account the week of spring recess. Cosmetology and Physical Therapist Assistant program visitations scheduled for 3/16/21 will move to 4/6/21. All other programs will be shifted to the succeeding meeting therefore Economics visitation will be 4/20/21 and Physical Education 5/4/21.
7. **2021-2022 calendar, orientation this year October/November** – Orientation is tentatively scheduled for October 29, 2020. Location to be determined but more than likely it will be held in CTX. The 2021-2022 calendar has not been set but the committee will discuss and draw program names at the next meeting.
8. **IPR Handbook update/revision SP 2020** – Please review so the handbook can be completed this semester.
9. **Revise Appendix B – need definitions** – Sunday Obazuaye asked Mark Katayama to follow up with Humberto Solis regarding the definitions needed for Appendix B.
10. **Items from the floor** – Sunday Obazuaye mentioned the need to establish a follow up procedure in obtaining the final version of program reports for archiving. The committee decided the committee chair should be the person responsible. Mark Katayama mentioned the metric for major counts is messy as there is no accurate way to count specific program majors. Faculty are welcome to contact Mark or Humberto if they need support in mining the data from the Chancellor's website. Sunday Obazuaye stated the revised calendars will be uploaded to the webpage once they are revised.

**Meeting Adjourned at 4:06 PM**  
**Next Meeting is February 21, 2020**  
**LA 211**