

Official Minutes

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Jasmin Sanchez, Academic Affairs

DATE: April 10, 2020

SUBJECT: **April 7, 2020 Minutes of IPR Meeting**

**In attendance at the meeting were:**

Sunday Obazuaye (Chair)  
Ja'net Danielo  
Rebekah Hathaway  
Henrietta Hurtado  
Nicole Iwaz  
Ernest Lew  
David Li  
Janet Ramirez  
Stephanie Rosenblatt  
Amber Hroch  
Collen McKinley  
Patricia Robbins Smith  
Graciela Vasquez  
Andrew Vines  
Quinn Doan

**Absent**

ASCC Representative  
Business Ed. Representative  
Fine Arts Representative

**Guests**

Linda Clowers, Dean of Academic Affairs  
Rory Natividad, Dean of Athletics  
Maria Castro, Athletic Director

**1. Introductions & Welcome**

Committee Chair Sunday Obazuaye welcomed committee members. Following the order by Governor Newsom, Cerritos College Board and Administration, we are

encouraged to “stay safe at home” but still be engaged with our obligations as faculty and staff of the institution. Thank you for all you are doing to support the institution and the program review committee. The meeting began at 3:06 pm.

**2. Approval of Minutes 03/07/20**

Collen McKinley moved and Andrew Vines seconded the motion to approve the minutes. The minutes were approved unanimously.

**3. Visitations**

Sunday Obazuaye proposed the committee postpone scheduled visitation by ESL (4/7/20) and Woodworking Manufacturing Tech (4/21/20) till fall 2020 semester. Tentatively rescheduled for 9/15/20 and 10/6/20, respectively. The dates are chosen since they would have already completed the reports by this semester; and also, it will avoid interference with fall scheduled programs visitation beginning 11/3/20. Colleen McKinley stated the Woodworking department is ready to present and recommended the committee reach out and ask if they would like to present their report via Zoom at the scheduled 4/28/20 meeting.

**4. Review of Programs update and Liaisons**

Liaisons please contact programs, read drafts, and provide feedback to programs.

**5. Programs up for review in 2020-2021 that have not submitted Appendix A**

The following departments that have not submitted their Appendix A form: Athletics, Art and Design, Theater and Film; and Physical Education. Liaisons for these programs are asked to contact and remind them.

**6. CTX to schedule location for orientation Tuesday, 9/29/20**

Sunday Obazuaye will send out an email to the committee and all programs up for review regarding the location of the orientation once it is confirmed.

**7. IPR Handbook update/revision SP 2020**

Please take time to look over the handbook and provide any feedback to Sunday Obazuaye and Jasmin Sanchez. Patricia Robbins Smith will resend her revisions to the committee for review.

**8. Approve revised Appendix B**

Appendix B form has been updated and was sent to committee members on 3/10/20 for review. The committee voted unanimously to approve the revised Appendix B form. Jasmin will work on uploading the form to the committee webpage.

**9. Update IPR website with Ex-Officio member- immediate past chairperson and Confidential Employee representative**

Jasmin will work on updating the IPR website to include Ex-Officio member – immediate past chairperson and Confidential Employee representative. Stephanie Rosenblatt mentioned that the committee needs approval from Faculty Senate in order to add the Confidential Employee representative since it requires change to the Shared Governance policy handbook. Sunday will follow up with Faculty Senate President, April Bracamontes.

**10. Adding “Accessibility” language to Orientation**

Jasmin suggested adding “accessibility” language to the orientation for programs undergoing review. Final reports are posted to the committee webpage but must be uploaded as accessible PDFs. There have been issues primarily with the tables and images within the final reports that prevent the conversion into a PDF because they do not pass the accessibility check. Jasmin has to go back to the word file to ensure all items are configured properly in order for everything to pass the check and get the report uploaded. This process sometimes takes 1-2 days to complete. The committee discussed the matter and mentioned the orientation as is already information loaded and suggested this training be offered to the programs when they are ready to write the first draft of their report. Linda Clowers agreed that a separate training would be great and that it should be something done for the entire campus and not just programs undergoing program review. Sunday Obazuaye asked if Linda could check in with campus administration and the CTX center to check if any program currently exists for faculty. Jasmin will assist Linda on this matter. Nicole Iwaz recommended the committee consider creating a report template that programs can use to write their final reports. The template could follow a simple outline programs can follow with guides on where to post data tables and would meet accessibility guidelines. Sunday Obazuaye mentioned the data piece could be talked about with IERP Director Amber Hroch to ensure tables will meet accessibility guidelines.

**11. Welcome of IERP Director**

Sunday Obazuaye welcomed Dr. Amber Hroch, Director of IERP who is officially replacing Kristi Blackburn. Dr. Mark Katayama will be her substitute. (Non-voting)

**12. Items from the floor**

**Meeting Adjourned at 3:56 pm**  
**Next Meeting is April 21, 2020**  
**3:00 pm ZOOM**