

Official Minutes

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Jasmin Sanchez, Academic Affairs

DATE: March 4, 2020

SUBJECT: **March 3, 2020 Minutes of IPR Meeting**

In attendance at the meeting were:

Sunday Obazuaye (Chair)
Rebekah Hathaway
Nicole Iwaz
Ernest Lew
Collen McKinley
Henrietta Hurtado
Stephanie Rosenblatt
Quinn Doan
Patricia Robbins Smith
Graciela Vasquez

Absent

Ja'net Danielo
David Li
Andrew Vines
Humberto Solis
ASCC Representative
Business Ed. Representative
Fine Arts Representative

Special Guests

Deb Moore, LIB
Monica Lopez, LIB
Linda Clowers, Dean Academic Affairs

1. Introductions & Welcome

Committee Chair Sunday Obazuaye welcomed committee members. The meeting began at 3:06 pm.

2. Approval of Minutes 02/18/20

Place Patricia Robbins Smith in present column. Patricia Robbins Smith moved and Colleen McKinley seconded the motion to approve the minutes. The minutes were approved unanimously.

3. Department Visitation - Library

Deb Moore, Monica Lopez, and Stephanie Rosenblatt presented Library's self-study report to the committee. The Library department only teaches one for credit course, LIB 100, and offers various sessions which are requested by faculty and are used for students to learn specific research skills tailored to their particular course subject. Many of the goals listed are either a yes or no option since we only have one course. As the department was presenting the report, the discussion revolved around how the department can best or most effectively teach students and if this means offering more sections of LIB 100 or more subject focused sessions. The department also discussed the possibility of getting onto different department pathways in order for students to develop necessary research skills. Some of the goals listed require the assistance of other departments on campus such as establishing wireless printing in the library. This would require the approval from the Information Technology department and the creation of a sustainable network to support the additional wireless devices. Another goal of the department is to align the budget with resources based on student and faculty use. The department will check trends to determine if more print form or digital media is needed and what subscriptions could be purchased that meet the needs of multiple departments on campus. The Library department has previously purchased multi-user licenses for fiction novels but have budget concerns for nonfiction or text book multi-user licenses since these tend to be more expensive. The Library currently purchases textbooks for current courses to keep on reserve and places older editions of those books into circulation so that students with financial issues can check them out for the semester. The department also offers Library Guides which are curated webpages for specific courses to help students get started with their research papers. These webpages used to be popular but the trend shows a decrease in faculty requests.

Recommendations: Sunday Obazuaye recommended the Library department use quantifiable measures for their goals or a percentage of increase. The item regarding wireless printing should show the department will submit a request to IT rather than the current wording that makes it sound like a collaboration between departments. Sunday also recommended that acronyms be spelled out, including the names of the department faculty/staff.

Rebekah Hathaway moved and Ernest Lew seconded the motion to approve the report pending revisions. The report was approved unanimously.

4. IPR committee members' meeting with ACCJC team 2/25/20 – Thank you!

Sunday Obazuaye stated his thanks to committee members that were able to participate in the meeting with the ACCJC accreditation team.

5. **Review of Programs update and Liaisons**
Liaisons please contact programs, read drafts, and provide feedback to programs.
6. **Programs up for review in 2020-2021 that have not submitted Appendix A**
Sunday Obazuaye asked liaisons to check in with the following departments that have not submitted their Appendix A form: Athletics, Art and Design, Theater and Film; Economics, and Physical Education.
7. **Liaisons for programs scheduled for review in 2021-2022**
The IPR master list 2021-2022 was updated to reflect the liaisons chosen at the 2/18/20 committee meeting. The calendar/schedule is still awaiting approval.
8. **Contact CTX to schedule location for orientation Tuesday, 9/29/20**
Sunday Obazuaye will follow up with the CTX center to host orientation for 2021-2022 programs.
9. **IPR Handbook update/revision SP 2020**
Please take time to look over the handbook and provide any feedback to Sunday Obazuaye.
10. **Revise Appendix B**
Appendix B form has been updated. Sunday Obazuaye will email the form to committee members for review.
11. **Include “Confidential Employee” representative to committee membership per Confidential Employees’ request**
The Confidential staff group on campus is requesting representation on campus committees that currently have CSEA member representation. Sunday Obazuaye opened the floor for discussion. Committee members voted to approve the inclusion of a confidential staff representative.
12. **Update IPR website with Ex-Officio member- immediate past chairperson and Confidential Employee representative**
According to the Shared Governance handbook, the immediate past chairperson must remain on the committee for some time in order to assist with the transition of information to the new chairperson. The committee voted that exiting committee chairs should remain on the committee for one year.
13. **Items from the floor**
Sunday Obazuaye announced that IERP representative Humberto Solis will be leaving Cerritos College and his last day is scheduled for March 6, 2020. A thank you card was passed around for signatures.

Meeting Adjourned at 4:01 PM
Next Meeting is April 7, 2020
3:00 pm LA 211