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## PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: May 1, 2017

SUBJECT: **April 18, 2017 Minutes of IPR Meeting**

### **In attendance at the meeting were:**

Dr. Kristi Blackburn  
Jan Connal  
David Fabish  
Reuben Foat  
Mark Fronke  
Ernest Lew  
Sergio Macias  
Sunday Obazuaye  
Mark Olague  
Stephanie Murguia  
Dr. Patricia Robbins Smith  
Stephanie Rosenblatt Co-Chair  
Graciela Vasquez

### **Absent**

Angie Conley, Co-Chair  
Gerardo Estrada  
Kathy Hogue

### **Guests:**

Martha Robles  
Gabriella Barrera De Contreras  
Charlie Robertson  
Frank Vega

1. **Introductions** – The Auto Collision and Adult Education Departments introduced themselves to the committee.
2. **Auto Collision Visitation** – Charlie Robertson, Chair shared the goals of the department. The committee will vote online on the approval of the review once the recommended changes are updated. The committee recommended the long-term goals to be revised, and SLO's to be tied to the goals. The Chair agreed to submit the revisions to the Co-Chairs by the end of the day.

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3. **Adult Education Visitation** – There was a Motion by Ernest Lew to approve the review, Seconded by Jan Connal. The committee unanimously approved the review as presented.
4. **Approval of Minutes 4-4-17** – There was a Motion by Mark Fronke to approve the minutes, Seconded by David Fabish. The committee unanimously approved the minutes pending updates to the attendance roster. There were three abstentions by Stephanie Murguia, Ruben Foat, and Dr. Kristi Blackburn. The committee unanimously approved the minutes pending updates to the attendance roster.
5. **Review of Programs Updates 2016-17** –The English department and the Business Administration/Business Real Estate departments are both scheduled for their visitations at the final meeting of the semester.
6. **Review of Programs Updates 2017-18** – The liaison list revisions were discussed. All of the liaisons will follow-up with the departments within the scheduled timeframe.
7. **Items from the Floor** – Stephanie Rosenblatt posed the committee regarding her continuance as Co-Chair due to her CCFF representation. The committee had no objections. Stephanie emailed today the Shared Governance Survey to the committee and requested responses to she and Angie Conley to date, or by the End of the Year Celebration. There is also a follow-up vote needed on the Auto Repair review was submitted. Since there was no quorum on the vote, the vote for the committee members agreed to email the pending votes to Stephanie by the end of the day.
8. **End of Year Celebration** – The Co-Chairs will discuss options for the End of Year celebration and invite everyone who participated in the program review process this school year.

*Next Meeting Scheduled for*  
**Tuesday, May 2, 2017**  
**3:00 P.M.**  
**SS 141**

### Auto Collision Repair

Charlie Robertson discussed the curriculum changes in the industry needs from the last Program Review update given six years ago. The advisory committees have reviewed the course offerings and have given advisement. The department has taken about three years to redesign the certificates. The certificates were revamped to minimize the length of time for completion and reviewed with students. The students can now achieve the certificates in shorter period and not be limited to the length of time to get the AA degree. The Curriculum revisions are on the agenda for the Fall 2017. The department is in the processing of hiring a new full-time faculty member. The candidates work a 60-70 hour a week job. Many applicants have worked part-time and are familiar with the department. Job placement is the number one issue for the department even though the demand is higher. Many organizations are looking to the

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college to supply their need. Many are developing apprenticeships. The department is on a trend now and almost back to where they were in 13-14 with filling course sections. The salary incentive is very attractive to students with the ability to make six figures in approximately 5 years. It was noted that most of the female students who enter the program are extremely efficient and tend to be more successful than the men in the field are

The department is in final negotiations with an ICAR partnership. This will give students training as estimators, painters and other fields of the automotive industry. Many of the students were having challenges transitioning into the workforce so the apprenticeship programs are highly recommended.

The committee had questions regarding the department's enrollment data on course time scheduling and SWOT analysis.

### Adult Education Department

Martha Robles and Gabriella Barrera De Contreras presented the goals of the Adult Ed department. The department gave an overall summary of the importance of the program to the community. The department reported that 90% of the part-time faculty report SLO data. Placement is extremely important to the department so the assessments are valuable. The department is working on completions for each of the programs. The department discussed educating the campus on the non-credit courses and the AED reports. They are also working with students and transitioning them into credit courses. They are working with the department chairs to make sure they are covering all the course content throughout the course. The department discussed college and career readiness and working with students in the Student Success Center.

The department also discussed consortiums, and goals for future full-time faculty opportunities.

The department chairs had a lengthy discussion on the SLO's process and their goal to achieve true analysis and to allow adjunct faculty to participate with questions and recommendations. The department was proud to inform the committee that the college's GED completion rate is at 71% and the state is at 52%.

The committee inquired on how the department achieved such great improvements which were reported in their report data. The department stated they looked at their fill rates and their course offerings and made adjustment in the course schedules.

Stephanie Murguia reported to the department that Admissions and Records is in the process of developing an Adult Education transcript.

The review concluded with questions and answers.

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