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PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee
FROM: Miriam Tolson, Program Assistant
DATE: May 24, 2017
SUBJECT: **May 2, 2017 Minutes of IPR Meeting**

In attendance at the meeting were:

Dr. Kristi Blackburn
Angie Conley, Co-Chair
Jan Connal
David Fabish
Reuben Foat
Mark Fronke
Kathy Hogue
Ernest Lew
Mark Olague
Dr. Patricia Robbins Smith
Stephanie Rosenblatt Co-Chair
Graciela Vasquez

Absent

Gerardo Estrada
Sergio Macias
Stephanie Murguia
Sunday Obazuaye

Guests:

Cindy Moriarty	Steve Clifford
Bob Livingston	Nishi Shah-Williams
Jerry Ramos	Frank Mixson
Wendy Wright	Lynn Serwin
Jinalu Hu	Ja'Net Daniello
Marcela Daltro	
Mary Ellen Brady	

1. **Introductions** – Business Administration/Business Real Estate and the English Departments introduced themselves to the committee.
2. **Business Administration/Business Real Estate Visitation**– The department shared the goals of the department. There was a motion by Patricia Robbins

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- Smith, Seconded by Jan Connal to approve the Business Administration department review: The committee unanimously approved the review pending the recommended changes as discussed. There was a Motion by Patricia Robbins Smith, Seconded by Jan Connal to approve the Real Estate department review. The review was approved pending the recommended changes as discussed.
3. **English Visitation** – There was a Motion by Jan Connal approve the review, Seconded by Kathy Hogue. The committee unanimously approved the review pending the revisions as discussed.
 4. **Approval of Minutes 4-18-17** – Due to the time limitations, the minutes were tabled until committee resumes meeting in the Fall semester.
 5. **Review of Programs Updates 2016-17** –The department will follow-up with the Auto Collision pending the vote. The department was to submit the revisions.
 6. **Review of Programs Updates 2017-18** – Angie Conley discussed the updates to the liaison list. Miriam will follow-up regarding the Planning Forms that were due in March, and will update the co-chairs regarding the status of forms that have been received. The divisions are working on needed replacements.
 7. **Items from the Floor** – Stephanie Rosenblatt will present the Program Review status updates to the Coordinating Committee at their next meeting. The committee was requested to give Feedback and input on the trends of the committee by Thursday, 9/7. Angie Conley will present the End of the Year Memo to the Faculty Senate on 5-9-17.
 8. **End of Year Celebration** – The celebration is scheduled immediately following the meeting.

Next Meeting Scheduled for
Tuesday, September 05, 2017
3:00 P.M.
MCIS 109

Business Administration/Business Real Estate Departments

Cindy Moriarty presented the goals of Business Administration department. All of the faculty present were involved and provided input during the presentation of the department. The department will continue with the OER program and looking for an online Pathway. The department attracts a large number of students from Retail Management and have student participants from Food 4 Less, Ralphs, and Gelson's and a large number have completed their certificates and many will continue on to obtain their bachelor's degrees. The department is working on growing their International Business Department and is working with the President regarding a trip to China. The department has developed robust rubrics that are successful.

The department discussed their mid-range goals mapped to their SWOT analysis. Each of the faculty members assigned to the activities provide input to the committee regarding OER textbooks, Lumen Learning, training, partnerships, staying abreast of emerging industry trends, SLO assessments and updates, retail management,

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accessing and updating current curriculum, and the need for additional full-time faculty to meet the needs of the department. The department was pleased to announce that they had 517 Certificate Completions.

Mary Ellen Brady also presented the goals of the Real Estate department mapped to their SWOT analysis. The department discussed establishing a system to track Real Estate students, addressing the low number of AA degrees and certificates, additional Distance Education (online) courses going for approval through curriculum, increasing the number of Real Estate sections being offered and comparing methods used at other colleges for cancelling classes. There was also a discussion regarding matriculation programs, the state exam requirements and SLO's.

The department received a few completions, and has now received some assistance through an adult hourly employee through the Strong Work Force Grant to assist with the AA completions. The hourly has been recruiting students in the classrooms as well as off campus visiting high schools, encouraging the students, There is a matriculation program with Downey High School for Real Estate Principles and have received many recruits. The goal is to attempt this process with other high schools. The department is now able to track the certificates, assisting students with needed courses, and tracking those that pass the Real Estate Exam. The college is also in progress with assisting students with locating crash courses to prepare for the exam. A department goal is for additional full-time faculty since Mary Ellen is currently the only full-time faculty. Mary Ellen's networks with Advisory Committees and other networks. Since some other colleges do not offer the program, cancelling courses at our college is discouraged highly. There was discussion regarding the Work Experience Program and the economic advantages of completing the short-term program.

Both reviews concluded with brief questions from the committee.

English Department

The English Department discussed their goals with the committee. The department discussed online teaching, managing the success rates and retention rates in the accelerated course and the co-requisite course, improving the SLO process, and collaborative action plans to follow-up with the departments. There was discussion regarding the Basic Skills courses and building Pathways for English majors towards quicker completion. The department discussed promoting faculty writers and holding events for writing to encourage student writers, and working with current student populations such as Teacher TRAC. The department is working on different certificate options for the writing certificated. The department also has a goal to work to with the Counseling department regarding the course offering descriptions.

The department will continue to offer training for the full-time faculty and will develop a process for the training program.

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The department discussed the Creative Writing committee and the program. They are working on recruiting students to the class. Frank Mixson discussed the success of the AIM program and all of the Pathways involved for English and Math. The department may begin recruitment from private schools for the Creative Writing due to inclining enrollment.

The presentation concluded with questions and answers.