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PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: October 14, 2016

SUBJECT: **October 4, Minutes of IPR Meeting**

In attendance at the meeting were:

Angela Conley, Co-Chair
Stephanie Rosenblatt Co-Chair
Lisa Boutin Vitela
Jan Connal
Gerardo Estrada
David Fabish
Mark Fronke
Kathy Hogue
Ernest Lew
Sergio Macias
Mark Olague
Graciela Vasquez

Absent

Dr. Kristi Blackburn
Stephanie Murguia
Dr. Patricia Robbins Smith
Joe Satterfield
Terry Price

Guests:

1. **Introductions** – The committee introduced themselves and welcomed the new Gerardo Estrada the new student liaison representing ASCC.
2. **Approval of Minutes 09-06-16** – There was a Motion by Mark Fronke to approve the minutes, Seconded by Lisa Boutin Vitela. The committee unanimously approved the minutes as presented. There were two abstentions by Sergio Macias and Graciela Vasquez.
3. **Program Review Workbook Updates** – Angela and Stephanie briefly updated the committee on the meeting they attended for the workbook revisions. Stephanie will send out the revisions to the committee by the end of the week and will solicit feedback for discussion at the next meeting. There was a brief discussion regarding the current checklist and changes to revise the list. It was noted that the changes in the workbook will not affect the programs under review this current year cycle but will be effective for the next cycle 2017-18. Mark Fronke informed the committee that SLO information is not ready for the first revision and will be updated in the future.
4. **Review of Programs Updates 2016-17** – The liaison assignment updates were discussed and additional changes were made during the meeting. The revised list will be distributed at the next

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meeting. The committee discussed the 2017-18 review schedule and randomly selected the program review department names to determine which department would match up with the timeline for the draft and presentation due dates. The co-chairs will check to make certain there are no additional departments that have not been included in the review process cycle. The committee liaisons volunteered for the vacant slots for the 17-18 review process. This list is tentative.

5. **Items From the Floor** – There was a discussion regarding the committee membership representation groups regarding unexcused meeting attendance to determine when a replacement should be requested. The committee agreed to track attendance on a spread sheet for this semester in order to determine the excess of unexcused absences. Kathy Hogue gave a brief announcement regarding the CTE Programs Strong Workforce meeting schedule for CTE faculty.

Next Meeting Scheduled for
Tuesday, November 1, 2016
3:00 P.M.
SS 141