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PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: December 1, 2016

SUBJECT: **November 15, Minutes of IPR Meeting**

In attendance at the meeting were:

Angela Conley, Co-Chair
Stephanie Rosenblatt Co-Chair
Dr. Kristi Blackburn
Jan Connal
Lisa Boutin Vitela
Gerardo Estrada
Mark Fronke
Ernest Lew
Stephanie Murguia
Mark Olague
Dr. Patricia Robbins Smith
Graciela Vasquez

Absent

David Fabish
Kathy Hogue
Sergio Macias
Terry Price

Guests:

Phil (Joe) Satterfield

1. **Introductions** – The Administration of Justice Chair, Phil (Joe) Satterfield introduced himself to the committee.
2. **Administration of Justice Visitation** – The Department Chair presented the goals and SWOT analysis. Although he reported on the current status of the department there was not much confidence of the future status of the program. Additional details are listed in the summary of the review. There was Motion by Jan Connal to approve the review, Seconded by Graciela Vasquez. The committee unanimously approved the review as presented. Miriam will follow-up with the final paperwork processing.
3. **Approval of Minutes 11-01-16** – There was a Motion by Mark Fronke to approve the minutes, Seconded by Jan Connal. The committee unanimously approved the minutes with the roster revisions as discussed. There was one Abstention by Stephanie Murguia.
4. **Program Review Workbook Updates** – Since Stephanie Rosenblatt was unable to submit the revisions to the committee by the deadline, the information will be submitted to the committee at a future date.

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5. **Review of Programs Updates 2016-17** – Stephanie Rosenblatt and Mark Fronke have reviewed the **Speech Language Pathology** department's draft, and they are prepared for the visitation at the upcoming meeting.. Graciela Vasquez has offered to assist the **Auto Repair** Department Chair. The committee co-chairs Angela Conley and Stephanie Rosenblatt will follow-up with Frank Vega, Department Chair to ensure that the report is on track since the department proceeded with the report preparation without input from the liaison team.
6. **Items from the Floor** – The committee had a thorough discussion regarding Mark Fronke's overview of the SLO status on the departments under review, and he has concluded that many of the departments are not presenting adequate SLO data. Mark Fronke recommends to departments if SLO data is not available the department (s) should indicate the fact in the context of the Program Review report and the missing data should be listed as a goals that the department intends to obtain the required data. Mark also emphasized that the departments should be cognizant of this fact when there is no action available to specify that they will be putting an improvement plan into action. Since the college has already established the SLO's requirements, the departments need to recognize this guide is in place and be transparent when they are not meeting the requirements. The discussion concluded with the discussion that the ELumen system works fine.

Next Meeting Scheduled for
Tuesday, December 6, 2016
3:00 P.M.
SS 141

Administration of Justice Report

Currently the AJ department is a robust program. Since the current Department Chair is retiring this year and the former department chair retired in the spring of 2015, the department does not have a sufficient support team, and the Chair reported on the current status of the department without much confidence of the future status.

The department is currently active with an Advisory Committee where the members are current full-time Police Officers. The current part-time faculty members are also employed as full-time as correction officers in some capacity. A large threat the department is challenged with is the lack of preparation and training need to comply with the current expanding technology in the field as well as lack of preparation for teaching on-line courses. The department networks with the American Criminal Justice Association, which is a national organization and assist the department with awareness of current trends in the field. The department discussed their goals including connecting with the Student Success Center to provide programs addressing the specific needs of under prepared AJ students, assessing future course offerings and preferred time schedules based on students needs, upgrading the criminal justice training systems using Perkins funds, and reactivating the Student Club with an improved format; however, the goals presented are assigned primarily to the Chair who will be retiring.

Committee member and immediate past Program Review Chair, Mark Fronke and the committee made numerous suggestions and recommendations during the 2010-11 Program Review process to the former AJ Department Chair who retired last spring, recommending the department set long-term goals for the program; Consequently, the department did not establish a good succession plan for continuing the program. In addition, the long-term goals of the department are not promising due to the lack of full-time faculty in the department to follow through. The visitation concluded with questions and answers.