

Official Minutes

PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Rebecca Rios, Academic Affairs

DATE: December 3, 2019

SUBJECT: **November 05, 2019 Minutes of IPR Meeting**

**In attendance at the meeting were:**

Sunday Obazuaye (Chair)  
Ja'net Danielo  
Rebekah Hathaway  
Henrietta Hurtado  
David LI  
Nicole Iwaz  
Andrew Vines  
Graciela Vasquez

**Absent**

Collen McKinley  
Carmen Lizarraga  
Mark Olague  
Stephanie Rosenblatt  
ASCC Representative  
Fine Arts Representative  
Humberto Solis  
Ernest Lew  
Patricia Robbins Smith  
Business Ed. Representative

**Special Guests**

Angela Conley  
Ilva Mariana  
Manuel Lopez  
Ian McCance  
Dara Worrel  
Manny Morales

1. **Introductions & Welcome** – Committee Chair Sunday Obazuaye welcomed members to the meeting. The meeting began at 3:06 pm. Quorum was not met.
2. **Approval of Minutes 10/15/19** – Minutes were not available for review.
3. **Math Visitation** – Angela Conley began her presentation of the self-study report by detailing the program's goals. One weakness they are aware of is the lack of relevant data available to them at the moment. They are currently trying to schedule a meeting with Humberto Solis in IERP to see if he will be able to produce the data that will meet their needs. The results of that meeting will determine some of the next steps.

The overall comment from the committee was to attempt to make the language less emotional and more factual. Though emotions are high around this topic, this can be accomplished by focusing the language less on the criticism of administration in general and more on why you are criticizing them at all. For example, instead of focusing on not receiving funding, draw attention to the fact that without this funding adjunct faculty cannot receive the professional development they need to make this a successful program. Phrase goals so that the outcome is within your control, rather than only looking at administration's deadlines. It was also suggested that they refer to specific areas or offices in administration; say "the office of Academic Affairs" rather than "administration" in general.

In the interest of time, Sunday Obazuaye suggested the committee email their remaining comments to him. He will compile and forward them to math on behalf of the committee. Program Review will vote next meeting on how to continue.

4. **WGS Visitation** – Postponed due to time.
5. **ISER (International Self-Evaluation Report) Feedback** – Sunday Obazuaye will compile today and send electronically.
6. **Confirm Handbook Update with New Member's Protocol** – Some appendices need to be revised, with which Humberto Solis will help. For example, Appendix A references an "Evaluation Team", but it is unclear who that may be. Further discussion postponed to a later time.
7. **IPR Handbook Update/Revision** – Sunday asked if the committee was familiar with ELC requirements for the college. Programs with labs need to be recertified

every 6 years alongside their program review self-study. Sunday asked if they should require this in the program review process. The committee will further discuss this and will contact the ELC committee in order to continue to the conversation.

8. **Review of Programs Update and Liaisons** – Philosophy is behind in their report because of a new chair. Reschedule their report to December 3.
9. **IPR Orientation 2020-2021 Programs Up for Review – October 29, 2019** – Of the programs that were up for review, only 6 out of the 11 attended. Sunday sent them the orientation packet and reminded them they should start working on it now. To follow up, the following areas were not in attendance: Accounting/Finance, Physical Education/Athletics, Psychology, Cosmetology, and Physical Therapy Assistant.
10. **Items from the Floor** – Postponed due to time.

Meeting Adjourned at 5:06 PM

**Next Meeting is November 18, 2019**

**LA 210**