



**PROGRAM PLAN/PROGRAM REVIEW SUBCOMMITTEE
MINUTES
SEPTEMBER 17, 2009, 12:00 P.M., BOARD ROOM
WIL SHAW, CHAIR**

I. Call to Order

Wil Shaw, Chair, called the meeting to order.

II. Roll Call

Members Present: Phyllis Arias, Gene Carbonaro, Joe Danner, Baruch Elimelech, John Fylpaa, Eugene Goss, Linda Huy, Sheree King, Peter Knapp, Nancy Melucci, Kaneesha Miller, Carolyn Misajon, Jose Ramon Nunez, Renae Powell, Javier Rivera, Wil Shaw, DeWayne Sheaffer, Meena Singhal, Laura Wan, Larry White, Joan Zuckerman

Department Head Designee: Patty Bucho, Steve Caballero, Julie Frumkin, Ramchandran Sethuraman, Sarah Vure

Guests: Eva Bagg, Cathy Crane, David Morse, Sigrid Sexton

Members Absent: Paul Creason, Ralph De La Ossa, Lee Douglas, Adrian Erb, Jeri Florence, Scott Fraser, Brenda Harrell, Patrick Heeb, Rigo Ibarra, Maureen Mason, Myke McMullen, Kris Mudunuri, Velvet Pearson, Dan Perkins, Jennifer Rodden, Rodney Rodriguez, Winford Sartin, Paul Savoie, Gary Scott, Don Sullivan, Bobbi Villalobos, Judith Wisenbaker

III. New Business

Wil Shaw welcomed members to the first meeting of the Program Plan/Program Review Subcommittee, a standing subcommittee of the Curriculum Committee. All of the college's programs will participate this year in the combined program planning and program review process. The *College-wide List of Program Plan/ Program Reviews Fall 2009* was distributed.

TracDat will be utilized for the process. The office of Institutional Effectiveness will provide support for TracDat. The program plan portion of the process is due October 1. *Criteria for Prioritization* and an example Assessment Plan from the English Department were distributed. The plans will be submitted to the deans by November 1. Validation of the document is due before the end of November.

Validation teams will be formed from members of the subcommittee to review the document and complete the *Program Review Validation Response Form*. The purpose of the validation is to confirm the satisfactory completion of the document; where appropriate to offer recommendations regarding improvement or refinement of processes, goals, projects, and presentation and analysis of evidence; and where appropriate to offer guidance to the department regarding the scope and depth of future

reviews. Validation team members will meet with the department to discuss their response. The validation form will be submitted to the department and a copy forwarded to the area dean or vice president for use in further stages of the planning process.

The floor was opened for discussion. It was noted that resource requests would be tied to goals. Members requested that a clearer set of criteria for goals be developed.

IV. Program Plan/Program Review Steering Workgroup

The Program Plan/Program Review Steering Workgroup will include the subcommittee chair, four department heads and one dean. Renae Powell, Gene Carbonaro, Joan Zuckerman, Myke McMullen, and Kaneesha Miller, Dean of Counseling and Student Support volunteered to sit on the workgroup. The workgroup will begin development of a clear set of criteria for the goals.

V. Next Meeting

Meetings will be scheduled as the process develops.

VI. Adjournment

The meeting was adjourned at 1:30 p.m.