

# **San Diego Continuing Education Program Review Committee Minutes - Wednesday, February 25, 2015**

## **Attendees:**

Magdalena Kwiatkowski, Nanci Schindler, Leroy Williams, Star Rivera-Lacey, Jessica Luedtke, Michelle Fischthal, Leah Gualtier and Marne Foster

## **AGENDA**

Marne	Introduction	5 min.
ALL	Review Minutes	5 min.
Marne	Program Review Timeline 2014-15	5-10 min.
ALL	Committee's work on Form A	20 min.
ALL	Line-by-line review of Guidelines and Procedures	30 min.
ALL	Q & A	5-10 min.
Adjourn		

## **Meeting Minutes**

Continuing Education Program Review Committee meeting came to order at 3:09 pm on Wednesday, February 25, 2015. The meeting started with a review and approval of the minutes with no corrections. The program review coordinator connected the committee's purpose (review Program Review Guidelines and Procedures (2012-2014) document, improve process/documents, and review programs annually) to the documents and process used by departments/programs to complete program review. The committee walked through the Program Review Timeline 2014-15 so as to understand how the work of the committee will continue to benefit the 14-15 program review due March 23, 2015, and to better understand and set the committee's internal timeline.

The committee spent the majority of time discussing the materials and data provided for program review and the operational terms used in the procedures manual. There was interest in examining program completion data in addition course completion for better analysis and response to program review across departments. Michelle Fischthal agreed to bring this to the attention to the deans and Dr. Ellison and the Program Review Coordinator agreed to follow-up. The discussion was tabled to the next meeting so the group could begin the Line-by-line review of Guidelines and Procedures for the last 20 minutes of the meeting.

Reminder: Nanci Schindler recognized the need to have a dedicated or rotating secretary to take minutes, and stated that she would like the committee to identify a member or two to take on this responsibility at the next meeting.

The **next meeting** will be **Wednesday, March 25th, at 3:00 pm at ECC**. The meeting wrapped up with a roundtable and Q & A and adjourned at 4:40 pm.