San Diego Continuing Education Program Review Committee Minutes - Wednesday, September 24, 2014

Attendees:

Bob Parker, Brian Ellison, Marne Foster, Leah Pffard, Antoinette Griffin, Magdalena Kwiatkowski, Nanci Schindler, Christy Figueroa, Leroy Williams, Star Rivera-Lacey, Michelle Fischthal, Jessica Luedtke

AGENDA

ALL - Introductions	5-10 min.
ALL – Review Minutes	2-5 min.
Dr. Ellison - Overview of Program Review Process	10-15 min.
Marne Foster - Committee Purpose/Responsibilities	10-15 min.
ALL - Review of Materials	15-20 min.
Sample Program Review	
Annual Summary Data	
Financial Data	
Marne Foster - Assignments	5-10 min.
ALL -Q & A	5-10 min.
Adjourn	

Meeting Minutes

Continuing Education Program Review Committee meeting came to order at 3:05 pm on Wednesday, September 24, 2014. The meeting started with an introduction of members and a request for corrections to the minutes. The date of the **November** meeting date was moved to the **19th** so as to not overlap Thanksgiving Break. Dean Star Rivera-Lacey joined the committee and Basic Skills Instructor Leah Pffard has replaced Diana Bandock who resigned. The program review coordinator reviewed the committee's main purpose to: 1) Review Program Review Guidelines and Procedures (2012-2014) document and improve process and documents as needed; and 2) Review programs annually and at the sixth year in a full program review. Star Rivera-Lacey shared her experience with program review at other institutions. VP Ellison discussed the purpose of program review and how it supports SDCE overall strategic plan. Some examples discussed included relationship to reaffirmation of accreditation, data provided to faculty priority hiring and review committee, and the future classified priority hiring committee.

The committee discussed the program review process together and focused on materials and data provided to respond to program review. Jessica Luedtke (SDCCD Institutional Researcher) provided insight on how program review data is compiled and forwarded to CE. Marne Foster added how financial data comes from VP Parkers office and how data is ultimately packaged and forwarded to the Deans/PCs. Jessica stressed the importance to check for consistency and alignment with definition of terms used throughout our guidelines & procedures manual as we improve the document. Luedtke volunteered to initiate that process and bring corrections to the next meeting.

There was discussion about the need for deans to discuss the need to reset parameters for program review data so that it is more useful and meaningful for tracking success of individual programs with CTE and BIT. Dr. Ellison commented on the positive outcomes of

disaggregating data within CTE. Nanci Schindler, added the need to share and package all data provided to departments for program review for the committee to get a full understanding of the process and make the best recommendations and VP Ellison acknowledged this would be a good practice moving forward.

After much discussion there was a need for committee members to do further review of program review documents before the next meeting and then move through the PR Guidelines and Procedures document line-by-line, together at our next meeting. This will allow for greater understanding and contribution among members. The program review assignments are as follows:

The program review coordinator will establish a drop box and add the following items:
- Program Review Guidelines and Procedures document
- Program Review Cycle 4 for all programs
- SAMPLE - Full 6 Year Program Review for ABE/ASE
- SAMPLE - Partial Program Review (Cycle4) for ABE/ASE
- SAMPLE - Annual Summary Data and financial data for ABE/ASE
- Program Review video from Star
- Minutes from today's meeting

Jessica, our researcher, will:
- Further review the terminology for consistency and correct as appropriate to present at our next meeting

Program Review Committee members will:
- Review documents in the drop box so as to further understand the program review process and to bring forth questions and ideas for improving the Guidelines and Procedures Document and/or process
- Submit questions, suggestions and/or ideas to me as needed

The **next meeting** will be **Wednesday, October 22, at 3:00 pm at ECC**. The meeting wrapped up with a roundtable and Q & A and adjourned at 4:15 pm.