

San Diego Continuing Education Program Review Committee Minutes - Wednesday, October 22, 2014

Attendees:

Magdalena Kwiatkowski, Nanci Schindler, Christy Figueroa, Star Rivera-Lacey, Jessica Luedtke, and Marne Foster

AGENDA

Marne	Introduction	5 min.
ALL	Review Minutes	5 min.
Marne	Program Review Timeline 2014-15	5-10 min.
	-Letter to Deans/PCs	
	-Program Review Package	
Jessica	Definition of Terms (edits for consistency & alignment)	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, October 22, 2014. 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 can benefit the 14-15 program review due March 23, 2015, and to better understand and set the committee's internal timeline. The committee reviewed the letter to deans and PCs and a sample program review package from ABE/ASE that included:

- Annual Summary Data table with five years of trend data
 - headcount by age, gender and ethnicity; FTES; enrollment; completion thresholds; program awards; course awards
- Financial Information for Program Review
 - total FTES; total program expenditures, costs per FTES

The committee studied the data received by deans and PCs to complete program review and crossed referenced the Program Review Guidelines and Procedures 2012-2014 document for clarification and alignment. Several ideas emerged around adding additional program review questions for the demographic data provided. Members commented on how program review is an opportunity to better comment on diversity and equity plans.

Jessica Luedtke (SDCCD Institutional Researcher) provided insight on how program review data is compiled and forwarded to CE and stressed the importance to check for consistency and alignment with operational terms used throughout our guidelines & procedures manual. As agreed at our previous meeting, Jessica brought corrections and recommendations for operational terms used in the procedures document. There were several terms added and edits made to the operational terms used in the manual. This initial discussion will continue and be fully vetted by the committee at the next meeting. In the meantime, the Definition of Terms document will be emailed to all committee members with updates and recommended terms to be added.

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. The committee chose to table the Line-by-line review of Guidelines and Procedures for the next meeting.

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, November 19th, at 3:00 pm at ECC**. The meeting wrapped up with a roundtable and Q & A and adjourned at 4:40 pm.