

San Diego Continuing Education Program Review Committee

Attendees:

Bob Parker, Marne Foster, Diana Bandak, Antoinette Griffin, Magdalena Kwiatkowski, Nanci Schindler, Christy Figueroa, Leroy Williams

Agenda

Introductions	5 – 10 min.
Committee Purpose /Responsibilities	15 – 20 min.
Overview of Program Review Process	15 – 20 min.
Review of Materials	15 – 20 min.
Calendar 2014/15 Committee Meetings	15 – 20 min.
Q & A	5 – 10 min.
Adjourn	

Meeting Minutes

Continuing Education Program Review Committee was activated with its first meeting held Wednesday, May 28th at 3:00 PM. The meeting started with an introduction of members and an icebreaker. The program review coordinator gave an overview of the committee purpose and responsibilities, highlighting that WASC Reaffirmation of Accreditation Team will visit CE Fall of 2017 (NOW October 2016) and the committee's work is an important piece of the preparation for accreditation. It was noted that the specific and immediate committee goals include:

- Provide notice of the annual meeting calendar by spring 2014 (attached)
- Review Program Review Guidelines and Procedures (2012-2014) document and improve process and documents as needed;
- Review programs annually and at the sixth year in a full program review

CE strategic planning documents were shared with the group and linkages made between program review and reaffirmation of accreditation process. VP Parker elevated the relationship between program review and the priority rehiring committee's work; justification for hiring will be supported by data and background information presented in department program review reports.

Continuing Education Program Review Committee annual meeting calendar (2014-15) was established with a unanimous vote to be held the last Wednesday of every month at 3pm at ECC. The next meeting will be Wednesday, September 24th, at which time the program review coordinator will provide the program review reports for all disciplines from our last program review –cycle 4. The meeting wrapped up with a roundtable and quick Q & A where it was agreed that the committee's homework would be to review the Program Review Guidelines and Procedures document and present questions and comments at the next meeting in September.

The meeting adjourned at 4:08 pm.