

SAN DIEGO MESA COLLEGE

Program Review Committee

Integration Project Subcommittee Meeting – Administrative Services - Minutes

Meeting - Wednesday, July 30, 2008, 9:00-11:00 a.m., LRC 208

PRESENT: Yvonne Bergland, Dean (co-chair); Kris Clark, Program Review Representative; Jonathan Fohrman, Program Review Representative, Rob Fremland, Program Review Representative (co-chair); Susan Mun, Program Review Representative (Campus-Based Researcher), Chris Sullivan, Program Review Representative; Kathleen Wells, Administrative Services Representative.

ABSENT: Penny Hedgecoth, Administrative Services Representative; Ian Kay, Program Review Representative (excused).

GUEST: None.

The meeting was called to order at 9:08 a.m. by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research in LRC 208. An agenda and handouts were distributed with the circulation of a sign-in sheet.

1. Review and Approval of July 16, 2008 Minutes ().** The Committee reviewed the Minutes. After discussion, it was agreed to post the Minutes online, as with the Integration of Student Services in summer 2007.

2. Review and Approval of Agenda (*). No items were added to the agenda.

3. Revisit Program Review Committee Membership (*).

a. How Many from Administrative Services. Bergland distributed an organizational chart illustrating the areas that comprise Administrative Services (AS). Kathy Wells reported that Bergland sent an email at the request of Ron Perez, Vice President of Administrative Services. This email indicates the functions of Committee members to assist AS with selection of additional members to serve on the Committee. Wells volunteered to serve on this Committee. Bergland indicated that 2-3 members should be added to this Committee. Also, Bergland reported that program review materials will be provided to new members. If there is a change of membership, these materials are given to the replacement.

b. Who. Bergland noted that Wells agreed to serve on this Committee and will follow up to provide names of additional AS members.

c. Need for Administrative Services Co-chair. Bergland noted the role of the Co-chairs is to review the agendas prior to the meetings and make any revisions. Also, they sign the program review documents once through the approval process. Bergland noted that a Student Services Co-chair will be named at a meeting in the fall.

d. Presentations During Program Review Meetings. Bergland reminded the Committee that last year, Student Services areas gave brief presentations regarding their responsibilities to acquaint the Committee with these areas. At the beginning of each meeting, based on a

schedule, individuals from each area gave a five-minute presentation. Bergland suggested AS schedule individual presentations over several meetings. Wells indicated she would like to schedule the first presentation on October 3rd and the second on November 7th.

4. Revisit Program Review Handbook.

a. Name for Administrative Services. Wells reported that she consulted with Perez regarding a name for AS. Discussion followed and it was agreed where appropriate, “Administrative Services” will be used. Discussion continued regarding the front matter and it was agreed to clearly define AS under the section “what is program review?” by indicating that “service areas” references include both Administrative Services as well as Student Services. As a result, the current references to “programs or service areas” throughout the Handbook do not need to be revised.

b. Names for Year One Support Areas. Wells reported the names for the two areas: Part A, Faculty Support, will be called “Instructional and Staff Support”. Part B, Business Services and Administrative Services will be called “Business Operations”. An appendix will be included in the Handbook defining the areas included in these programs.

c. Proposed Administrative Services Revisions.

- **General Changes to Front Matter (Timeline and Introduction) (*).** Bergland distributed a handout containing suggested information for addition to the Handbook concerning the integration of Administrative Services. The names of the programs will be changed according to item 4a discussion above. Revisions to this information will be made by Bergland’s office and this handout will be distributed at the next meeting.
- **Year One Revisions re: Administrative Services.** Bergland reviewed the assignment for Year One revisions. She volunteered to incorporate any changes into the Handbook for review at the next meeting. Discussion followed and the following revisions were made to Form 2:
 - Part A – “does not apply to Student or Administrative Services Areas” – will be added to the third bullet.
 - Part B – “meets the needs of students either directly or indirectly – this information will be added.
 - The word “student” will be removed relative to the survey and the sentence will now read “Administer an appropriate survey”.
 - Discussion followed as to the data – AS should keep track of the type of data requested this first year in the cycle so that eventually, it may be automatically provided. Meetings with the campus-based researcher will be scheduled to determine data needs.
 - The first two bullets were discussed and no changes were made to the wording since some aspects apply to AS.
 - The third bullet – wording will be added to reflect AS maintains and oversees the Basic Skills Budget.
 - Question 2 – wording will be added for “AS to use the Administrative Services Outcomes Model”, as well as “What are the SLOs/AUOs”.
 - The italics – the sentence regarding methodology will be deleted. Discussion followed that AS is developing Mission Statements for each area. Bergland suggested using the information on the handout for AUOs. Wells reported the results of additional research.
 - Value to the Community – applies to AS and “Budget Committee” and “Citizens’ Oversight Committee” will be added as examples relative to AS.

- Outreach activities - “foundations” will be added as an AS example.
- Value of Program to Mesa College – service area workshops apply to AS – no changes will be made in this area.
- Top of page 5 – two areas – wording will be added to reflect “for Student and Administrative Services”, and “those not offering courses or workshops respond....” “Professional development” will be removed. Also, in the italics part, activities “or services” offered by the program.... . In addition, “disaster preparedness, budget review, payroll consultations” will be added to the examples.
- Part C – include “college, school, department and service area” goals. “AUOs” will be added to the SLOs part. “College planning documents” will be noted instead of “Educational Master Plan”. “Budget” will be added to the italics section after the classified staff positions example in parenthesis. This example will also be added to the question part – after health and safety issues example.
- Part D – “VTEA” is now called “Career Technical Education (CTE) – Perkins” – this change will be made to the Handbook.
- Part E – no changes.
- Discussion followed as to revision of the signature piece on the form itself. The signature line will be revised to include the Vice President of AS. Also, AS will be added to the distribution list to receive binders containing copies of all submitted program review documents.

Discussion followed regarding the next steps for program review in general involving the integration of overall administrative services. These services include the offices of Vice Presidents, etc. Bergland noted that work may begin on that phase sometime this year, once the integration of AS is complete.

- **Review/Revise for Clarity, etc.** Bergland assigned the Committee to review the Handbook for duplication and clarity. Revisions based on discussion at this meeting will be incorporated and sent to the Committee via email with the next notice of meeting.

5. Next Meeting.

a. Possible Date/Time. Bergland suggested a third meeting be scheduled for Wednesday, August 13th from 9:00 – 11:00 a.m. in LRC 208. At that meeting, Year One will be finalized and Years Two – Five will be reviewed, discussed, and finalized. Kris Clark indicated she is not available on that date. She will provide her feedback via email.

b. Assignment – Review Years 2-5. This item was discussed under item 5a.

6. Roundtable. No items were added.

7. Adjournment. There being no further business, the meeting was adjourned at 10:28 a.m.

Submitted by Caterina Palestini, Senior Secretary, Classified Senate Representative
Reviewed and approved by Yvonne Bergland, Co-Chair