SAN DIEGO MESA COLLEGE

Program Review Committee

Integration Project Subcommittee Meeting – Administrative Services - Minutes

Meeting - Wednesday, August 13, 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); Penny Hedgecoth, Administrative Services Representative; Ian Kay, Program Review Representative; Susan Mun, Program Review Representative (Campus-Based Researcher), Kathleen Wells, Administrative Services Representative.

ABSENT: Kris Clark, Program Review Representative (excused); Chris Sullivan, Program Review Representative.

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 30, 2008 Minutes. Bergland noted these minutes have been posted.

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 noted that Kathleen Wells and Penny Hedgecoth volunteered not only to be lead writers but also serve on the Program Review Committee. In addition, the list of Administrative Services (AS) now includes Accounting. Wells indicated that she and Hedgecoth would be responsible for developing Administrative Unit Outcomes (AUOs) for Instructional and Staff Support as well as for Business Operations. Bergland indicated a meeting will be scheduled to discuss AUOs with Bergland and the SLOAC Coordinator.

b. Who. This item was discussed under 3a.

4. Review of Revised Handbook and Year One.
a. Revised "E. Integration of Administrative Services" (*). Bergland made revisions to this document based on discussion at the last meeting. This piece will be inserted into the existing page 5 of the Handbook. Changes include the revised program names in sections A and B and a new paragraph regarding the subcommittee discussion. The wording will be revised under "where to place them" to now read "where they will be placed in the cycle". The word "through" was misspelled and will be corrected.

b. Guidelines and Form 2 (**). Bergland noted changes to this document are highlighted. Discussion followed and on page 5, a space is missing between the second bullet and the italicized information. After discussion, no further changes were made to this document.

c. Introduction/Front Matter (**). Bergland noted changes to this document are highlighted. Information was added relative to the accreditation standards. Items noted "to be revised" or "to be inserted" will be done by Bergland's office because they require inserting information from other files including the list of lead writers and the revised Guidelines and Form 2. After discussion, no further changes were made to this document.

d. Evaluation Worksheet (**). This item was discussed under item 4c.

e. Additional Revisions for Clarity, etc. After discussion, it was agreed to table this item until further work is completed relative to the integration of AS.

5. Years Two – Five Revisions. Bergland noted the revisions made so far were relative to including "Administrative Services" where appropriate. Further changes may be made based on relevance to Administrative Services. Wells mentioned that as the programs follow the program review process, additional changes may be recommended to Years Two – Five. After discussion, it was agreed that additional changes may be made to Years Two – Five once AS completes Year One.

6. Next Steps

a. Recommendations (*). Bergland explained that this memo was originally distributed last year to the President's Cabinet, with the revised Handbook, after the integration of Student Services. This year, the memo is being revised for the integration of AS, and will be attached to the revised Handbook for distribution to the President's Cabinet. This memo includes information on work completed during the summer to integrate AS into the process.

Discussion followed regarding the last paragraph. The first part of the second sentence will be removed and the sentence will start with "There is a need…." Also, the word "used" will be added to the last sentence relative to the approach used. A subcommittee may be formed to integrate "everything else" into the program review process.

Discussion followed as to adding a recommendation that these reports be presented to the Board of Trustees. Fremland recommended members of the Program Review Committee give a brief presentation and provide copies of the final reports at a Board meeting in an effort to keep the Board more directly informed about program review. Discussion followed concerning when these reports might be presented to the Board.

b. Finalize Revised Handbook. Bergland's office will revise the documents based on discussion at this meeting as well as fix any issues with spacing and margins. The cover was discussed in terms of the pictures being used. Student Services, AS, and Instructional Programs will be represented in the pictures to be used. The committee membership listing will be revised on the back cover. After discussion, these additional changes were agreed upon by those members present.

c. Distribution.

- **President's Cabinet.** After discussion, it was agreed that the President's Cabinet will again receive spiral bound copies of the revised Handbook.

- **Committee.** After discussion, it was agreed that the Program Review Committee will again receive hole-punched and stapled copies of the revised Handbook.

- **Lead Writers.** After discussion, it was agreed that lead writers will again receive hole-punched and stapled copies of the revised Handbook.

- **Others.** After discussion, it was agreed that the Academic Affairs Committee will receive copies of the revised Handbook. After discussion, it was agreed that deans will receive copies. The Handbook will be posted online. An email DL will be sent to the campus to inform them when the Handbook is available online. A few additional hard copies will be kept on hand for distribution upon request.

7. Roundtable. After discussion, it was agreed that a fourth meeting of the integration subcommittee was not necessary. The meeting to determine AS research needs will be scheduled with individuals from AS, Bergland and Mun. Bergland summarized that she will make revisions to the documents discussed at this meeting and forward them to the subcommittee as appropriate. The revised Handbook will be an agenda item for review and approval at the first Program Review Committee meeting in September, prior to presenting it to the President's Cabinet later in the month.

8. Adjournment. There being no further business, the meeting was adjourned at 10:05 a.m.

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