

SAN DIEGO MESA COLLEGE

Program Review Committee

Integration Project Subcommittee Meeting Minutes

Meeting - Monday, June 18, 2007, 2:00-3:30 p.m., A-102

PRESENT: Jill Baker, Program Review Representative; Yvonne Bergland, Dean (co-chair); Joi Blake, Dean, Student Services; Rob Fremland, Program Review Representative (co-chair); Naomi Grisham, Student Services Representative; Susan Mun, Program Review Representative (Campus-Based Researcher); Monica Romero, Student Services Representative; Chris Sullivan, Program Review Representative; Ebony Tyree, Student Services Representative.

ABSENT: Adela Jacobson, Student Services Representative (Excused).

The meeting was called to order at 2:00 p.m. by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research in A-102. An agenda and handouts were distributed with the circulation of a sign-in sheet.

1. Welcome and Introductions. Dean Bergland welcomed the subcommittee members; then, self-introductions were made.

2. Review and Discussion of Integration Project (*). To set the stage for this meeting and explain the responsibilities of the subcommittee, Dean Bergland reviewed and discussed the seven (7) recommendations made by the Academic Program Review Committee in their Year One Report to the President's Cabinet.

3. Five Year Program Review Cycle - Placement of Student Services Areas (*). To begin the five-year cycle in Fall, 2007 for the Student Services programs, each must be placed in the appropriate year. The Year One programs begin the cycle in the fall semester with Years Two to Five in the spring. To accomplish this task, the subcommittee reviewed and discussed a listing of Student Services Areas. Dean Bergland noted that Athletics and the Tutoring/Writing Centers are already part of the cycle, leaving placement of Admissions and Records, Student Development and Matriculation, EOPS/STAR/CARE and Student Affairs units to be done. After discussion, several areas were added to Student Development and Matriculation including Assessment/Orientation, Research/Follow-Up and Outreach. The Career Center was separated from the Transfer Center.

Rob Fremland briefly described each of the program review processes in the five-year cycle.

Dean Blake stated that the categorical programs will be surveyed in 2008 and indicated that these should be placed in Year One of the cycle.

The subcommittee discussed how various academic programs organized themselves for the review process. Several examples including the Foreign Languages, Physical Sciences, Tutoring/Writing Centers, the Hospitality Cluster and Physical Education were discussed.

Before finalizing placement in the cycle, the subcommittee agreed that the Student Services representatives would discuss this item with their counterparts and bring feedback to the next meeting.

4. Assignment of Lead Writers. Prior to discussing this item, Rob Fremland explained the role of the lead writer and the assignment of committee liaisons. The primary goal is to write the best program review possible. The liaisons are assigned at the beginning of the process to assist lead writers with the achievement of this goal. Dean Bergland described the role of her office in the assignment of the liaisons as well as the clerical tasks performed in producing the program review materials for the lead writers.

a. Year One Lead Writer Training (*). When discussing the assignment of lead writers, Dean Bergland referred to the "2007-2008 Meeting Schedule" handout and discussed the October 26 training for the Year One Lead Writers. Rob Fremland recommended that lead writers assigned in Year One retain that role for the entire cycle if possible. He delineated the advantages of this model.

b. Years Two - Five Training. After discussion, the subcommittee agreed that the October 26 training should also include the student services lead writers for Years Two to Five.

5. Review of Academic Program Review Handbook (*). Dean Bergland referred the subcommittee to this handout.

a. General Changes. Revisions made to the Handbook will be done through Dean Bergland's office. She indicated that the committee's name change will be done as part of the revisions.

b. Front Matter. She asked the student services representatives to review the Introduction (pages 2 to 4) and provide her with suggestions relative to their unit. She will add the appropriate language to page 5 concerning the timeline/five-year cycle.

c. Year One. The introduction to this section of the Handbook as well as the timeline were reviewed. Dean Bergland stated data for Form 1, Statistical Analysis for Instructional Programs, is prepared by Susan Mun, the Campus-Based Researcher (CBR). This form is currently being reviewed for appropriateness of provided data as recommended by the Program Review Committee. Then, she explained the format of Form 2, the Program Review Response Sheet. Form 2 constitutes the heart of the program review process. Each question contains an italicized portion that describes how the lead writer is to respond. After discussion, the subcommittee agreed that most questions would require the addition of information for the student services lead writer on how to respond. In some cases, the question may not apply and the lead writer's response should state it does not apply. If needed, supplemental questions for student services will be developed.

Subcommittee review of section A, Program Description, appeared to need little or no changes. While reviewing Part B, Program Assessment, Value of Programs to Students, question #3 concerning Student Learning Outcomes (SLOs), was discussed in detail. Due to the changes made to reporting of SLOs to WASC, our accrediting body, this question needs to be revisited and revised. Jill Baker and Chris Sullivan explained these changes. It was agreed that Dean Bergland will consult with Elizabeth Armstrong, Vice President of Instruction for input; then, work with Joi Blake on this revision.

As the "Value of the Program to the Community" section was discussed, it was decided the questions will not be changed but revisions to the instructions will be done to include Student Services programs.

When reviewing the "Value of the Program to Mesa College" portion, only those Student Services program with curriculum will need to respond. Those programs without curriculum with respond "Does not apply" to the questions in this section.

Since all Student Services programs will have goals, Parts C, D. and E will apply with revisions to be made to the instructions.

After discussion of Form 2, the subcommittee agreed that Deans Bergland and Blake will revise it for review and input at the next meeting. In addition, Years Two to Five will be reviewed after Year One has been completed.

Dean Blake informed the subcommittee that some matriculation dollars will be used to support the research function in Dean Bergland's office. This money will be used to hire an hourly research assistant.

d. Year Two/Four. Review and discussion deferred until completion of Year One.

e. Year Three. Review and discussion deferred until completion of Year One.

f. Year Five. Review and discussion deferred until completion of Year One.

6. Copies of Student Services Program Reviews. Dean Bergland requested that copies of previous program reviews be forwarded to her office, preferably in electronic format. If electronic is not available, hard copy should be sent. These documents are needed to produce the program review materials for distribution to the lead writers.

7. Next Meeting. After discussion of availability, the next meeting date/time was selected.

a. Date/Time. Wednesday, July 11, 2007 at 2:00 p.m. Dean Bergland will reserve a room for this meeting. (Note: LRC 208 was reserved.)

b. Research Needs. A meeting of lead writers and Susan Mun will be arranged later this summer.

8. Roundtable. No discussion.

9. Adjournment. There being no further business, the meeting was adjourned at 3:35 p.m.

Submitted by Yvonne Bergland, Dean.