

# SAN DIEGO MESA COLLEGE

## Program Review Committee

Meeting – Friday, November 2, 2007, 2:00-3:00 pm  
LRC, Room 435

PRESENT: Yvonne Bergland (co-chair), Jill Baker, Ailene Crakes, Rob Fremland (co-chair), Anne Geller, Cynthia Hess, Ian Kay, Otto Lee, Susan Mun, Caterina Palestini, Juliette Parker, Monica Romero, Joseph Safdie, Danene Soares, Chris Sullivan, Yohannes Truneh, Ebony Tyree.

ABSENT: Joi Blake (excused), Henry Browne (excused), Kristan Clark, Houria Graves (excused), Bill Grimes, Naomi Grisham, Adela Jacobson (co-chair), (excused), Bruce Naschak (excused), Teddy Scribner.

GUEST: Nellie Dougherty, EOPS Counselor.

The meeting was called to order at 2:09 pm by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research, Co-chair, in G109. An agenda and handouts were distributed with the circulation of a sign-in sheet.

**1. Welcome and Introduction of New Members.** Bergland introduced new member, Cynthia Hess (LRC). Self-introductions were made.

**2. Review and Approval of Agenda.** No items were added.

**3. Student Services Presentation Schedule (\*).**

**a. Assessment/Orientation (Ailene Crakes).** Bergland introduced Ailene Crakes who gave a brief presentation on the Assessment/Orientation program. She discussed testing services available and other services. This area hosts several orientations and have connections with many area high schools. Meetings take place with students to develop first semester educational plans. Then, follow up services are available to obtain further, more detailed information.

**b. EOPS/CARE AND STAR (Nellie Dougherty).** Bergland introduced Nellie Dougherty, who gave a brief presentation on the EOPS/CARE and STAR program. These programs target underrepresented, low income students and they provide services that include book vouchers, priority registration for 6 semesters, waivers for transfer students, emergency loans, EOPS grants, counseling, and student success workshops. The CARE program is for single mothers with children under 14 years old. They may receive meal cards, parking permits, backpacks containing school supplies, bus tokens. In fall 2008 a “Fast Scholars” program for foster youth will be offered. The STAR program is a retention program that supports EOPS and it also offers tutoring, mentoring, and school supplies for students who qualify.

**4. New Program Review Handbooks (\*\*)** Bergland distributed the newly revised Program Review Handbook. She reviewed both the Handbook and the attached memo that was distributed to President’s Cabinet and Deans’ Council. There is a new cover designed by the PIO’s office. The cover letter responds to the seven recommendations that led to the instructional and student services integrated model.

**5. 2006/2007 Year One Report (Assigned Liaisons).**

**a. Program Reports.** Bergland requested feedback from each of the liaisons on the Year One programs to assist her with development of a draft of the Year One Report. All Year One Evaluation Worksheets are due to her office by November 16.

- **Chemistry – Juliette Parker, Teddy Scribner, Danene Soares.** Representing the assigned liaisons, Juliette Parker presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Computer Business Technology – Yvonne Bergland, Adela Jacobson, Susan Mun.** Representing the assigned liaisons, Bergland presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Economics – Ian Kay, Bruce Naschak, Ailene Crakes.** Representing the assigned liaisons, Ian Kay presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Engineering – Chris Sullivan, Naomi Grisham, Cynthia Hess.** Representing the assigned liaisons, Chris Sullivan presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Fashion-Consulting, Design, Merchandising – Anne Geller, Joi Blake.** Representing the assigned liaisons, Anne Geller presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Interior Design – Kristan Clark, Yohannes Truneh.** Representing the assigned liaisons, Yohannes Truneh presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Learning Resources/Instructional Support – Rob Fremland, Otto Lee, Monica Romero.** Representing the assigned liaisons, Rob Fremland and Monica Romero presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.
- **Nutrition – Jill Baker, Ebony Tyree.** Representing the assigned liaisons, Jill Baker presented a report containing their findings. These findings have been shared with the lead writer to provide an opportunity for feedback.

**b. Year One Report (Draft) (\*).** Bergland reported that the handout is not ready at this time but she shared what has been developed to date. She indicated the plan is to have the report ready for review and discussion at the December 7 meeting. She provided a handout from ACCJC containing a memo describing how to apply the program review rubric. So far, there are five categories of recommendations for the memo part of the Year One Report:

- The integration of Administrative Services into the program review process following the same format/procedure as Student Services. They would begin the process in fall 2008.
- Follow up on the two recommendations made in our 2004-2005 report concerning research.
- The inclusion of a program report summary – two paragraph summary from the program review.
- Report progress of the Basic Skills courses. This recommendation was made during a Region 10 meeting held at Mesa. It was suggested that program review be a vehicle to record progress made in this area.
- Program and Service areas will be asked to include a copy of their Mission statements.

**c. Updated Year One 2006-2007 Liaison Assignments (\*).** Bergland provided an updated assignment list that included the addition of the new members who will be mentored by continuing liaisons.

**d. Updated Year One 2007-2008 Liaison Assignments (\*).** Bergland provided an updated assignment list that included the addition of the new members.

**e. Updated Years Two – Five 2007-2008 Liaison Assignments (\*).** Bergland provided an updated assignment list that included the addition of the new members.

**6. Update on Lead Writer Training – Friday, November 9, 2007 (2:00 – 4:00 pm, G102).** Bergland noted that due to the fires and the campus closure, the October 26, 2007 lead writer training was canceled. The lead writer training has been rescheduled for November 9, 2007 from 2:00 – 4:00 pm in G102. The lead writers will receive copies of the revised program review Handbook and other materials. The team of presenters had a practice and made some changes to the PowerPoint. This rescheduling has prevented some areas from attending. The Counseling Department has scheduled a department meeting on December 5 where lead writer training will be presented. This training session is open to all.

**7. Other Business.** No items were added.

**8. Roundtable.**

- It was suggested that meeting packets be copied back-to-back.
- Safdie provided an update on his work with SLOs and indicated he will be presenting a grid for use by the department/service area.
- Bergland noted that the workload issue associated with SLOs is being addressed and that a software package may be purchased to automate the documentation process. Also, discussion has taken place regarding the establishment of an SLO committee.

**9. Adjournment.** There being no further business, the meeting was adjourned at 3:18 pm.

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