

**SAN DIEGO MESA COLLEGE  
Program Review Committee**

**Lead Writer Training Subcommittee  
Meeting – Monday, June 8, 2009, 2:00-4:00 pm  
LRC, Room 208**

PRESENT: Yvonne Bergland (co-chair), Kristan Clark Susan Mun, Caterina Palestini, Monica Romero.

ABSENT: None.

GUEST: None.

The meeting was called to order at 2:16 pm by Dr. Yvonne Bergland, Dean, Instructional Services, Resource Development and Research, Co-chair, in LRC 208. An agenda and handouts were distributed.

**1. Review of March 30, 2009 Meeting Minutes (\*)**. The minutes were reviewed for reference during the meeting.

**2. Meeting Logistics.**

**a. Date: November 6, 2009.** Per discussion at the last meeting, it was noted the Lead Writer Training is scheduled for Friday, November 6, 2009.

**b. Time: 1:00 – 4:00 pm.** The time scheduled for the Training is from 1:00 – 4:00 pm.

**c. Locations: G101; G104; G105; G107; G108; G109.** It was noted the LRC original request for LRC rooms could not be accommodated as those rooms are not available during the time block for the training. As a result, rooms in the G building were reserved. Discussion followed concerning whether or not a computer room in the LRC would be available for one of the break-out sessions, particularly for “new” Year One lead writers. Bergland’s office will follow up.

It was agreed that a “Save the Date” email will be sent by Bergland’s office during the summer and then again at the opening of the fall semester.

**3. Review of Training Materials.**

**a. PowerPoint (Clark/Romero).** Kris Clark and Monica Romero reported due to time constraints, progress has not been made with revising the PowerPoint. They will be working together to make such revisions and email these to the subcommittee before the end of June. Bergland noted the general session will focus on research and how to incorporate it into the program review document. Susan Mun will play a role in the revision of this section. The break-out sessions will focus on detailed information for that year of the cycle. Discussion followed and it was agreed that lead writers whose programs are “in progress” will not need to attend unless they express an interest specifically in the research session.

It was suggested that the general session take place from 1:00 – 2:00 pm, with the break-out sessions following from 2:00 – 4:00 pm. Bergland indicated the year-end report for Years 2-5 recommendations emphasize the link between the budget and planning. The Training session may focus on how to respond to questions to reflect this link. She added that goals reflect the need for resources and responses to questions would need to close the loop with reporting when equipment is received, etc. In addition, if a goal was accomplished, the lead writer

should explain the result of completing that goal. She added that accreditation requirements involve showing this link at all levels of planning. It was suggested that these linkages are emphasized during the Training.

Discussion followed as to encouraging as many committee members to attend as possible, especially for the break-out sessions. Committee members would facilitate those sessions. These facilitators would have information available for the training to discuss these linkages.

Discussion followed and it was agreed that a checklist should be developed and included each year as part of the presentation. This checklist could be more of a "fact sheet" listing all materials available for each year in the program review cycle. The Powerpoint is the major focus during the presentation but the fact sheet would also provide helpful information to facilitators and lead writers.

It was agreed that break-out sessions would also focus on demonstrating where to find the program review materials online as well as inform lead writers about the email containing program-specific information. The presentation would consist of six parts: A general session, followed by each year of the program review cycle. Each part would be set up with its own part of the presentation.

Clark requested the finalized research slides be emailed to her and Romeo for insertion in the PowerPoint for the general session.

In addition, it was suggested that Mun join the break-out session for Year One. Discussion followed as to whether or not she should attend the break-out session for Year Three since research is also a component of that year. Mun indicated the research section during the general session will focus on the general topic of research as it relates to program review and will not be year-specific. It was suggested to include specific examples relative to research from Year One and Year Three.

Discussion followed and it was agreed to develop sample language on the forms to use as examples during the Training. This information would assist lead writers with developing answers to the questions. It was also agreed to develop sample language to illustrate examples of a goal that has been deleted or completed.

It was agreed that the fact sheet include a list of materials posted online in addition to indicating the program-specific information that will be sent via email to the lead writers. The examples used during the Training could also be posted online for reference. Discussion followed as to providing an information sheet to each lead writer that lists their program name, the program review cycle year, and the Program Review Committee liaison contact information. It was agreed that a "business card" style will be used to list this information. The one page fact sheet may be paper clipped to the business card.

Discussion followed concerning distribution of the revised Handbook. In an effort to be "green", it was suggested that an email be sent prior to duplicating the Handbook for the President's Cabinet and also for the Committee. This email would ask whether or not they prefer a hard copy or electronic version.

It was also suggested to place hot links within the online Handbook so the user may click and go to their specific year. Caterina Palestini will follow up with the Webmaster concerning this feature.

Discussion followed as to a Program Review Materials link on the Program Review Committee site, with links to all the years in the cycle. Bergland's office will follow up. In addition, Clark suggested announcing during the Training that if lead writers have any questions, they need to contact their liaisons instead of Bergland's office. If the liaison is unable to answer the question, they would contact Bergland's office on behalf of the lead writer. Likewise, it was suggested that if Bergland's office receives emails and or calls from lead writers, these should be directed to the liaisons for follow up.

Also, it was suggested that the liaisons follow up and make contact with their assigned lead writers after the initial invitation to the Training is sent by Bergland's office. After discussion, it was agreed that Bergland develop the email invitation to the Training and send it to the liaisons. The liaisons will be instructed to forward an invitation to their assigned lead writers. The "Save the Date" email would alert the lead writers to "please look for an email from your assigned committee liaisons".

Discussion followed as to the current budget cuts and the resulting changes made to Student Services operating hours. If the Friday closures continue into the fall semester, it may be difficult for some lead writers and liaisons to attend the Training. After discussion, it was agreed that the invitation mention "while the Committee understands about the limited schedule, please make arrangements as necessary to attend this event."

Palestini suggested submitting a Major Events form to the President's Cabinet to alert the campus about the upcoming Training. It would then appear on the Major Events Calendar as a reminder. It was suggested that perhaps attendance would increase with the support of the President's Cabinet.

It was suggested to not only post the samples online but for the facilitators to present information using the online materials and access these links to show lead writers where to find this information. Bergland's office will ensure that all Training materials are posted prior to the Training and that emails also be prepared and ready for distribution after the Training.

Discussion continued concerning the business cards and it was agreed to give this information to the liaisons for their distribution to lead writers during the session. If both liaisons are not present, Palestini agreed to distribute this information to their lead writers.

It was agreed to keep the process simple with the least amount of clicks for the user to access the online information. It was agreed to include a link on the "Faculty and Staff" page of the Mesa College site that would read "Program Review Committee" and another to read "Program Review Materials". Bergland will follow up concerning posting this information on that site.

**b. Handouts.** This item was discussed under item 2a.

**c. Other.** No items were added.

**4. Next Meeting (?).** It was agreed to have another meeting at the end of July; a Tuesday or Wednesday during that week in the afternoon. Bergland's office will follow up.

**5. Other.** No items were added.

**6. Adjournment.** There being no further business, the meeting was adjourned at 3:21pm.

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