

Diablo Valley College
Program Review Committee

MINUTES

October 16th, 2015 (Friday)
 Library Conference Room (L-151)

10:00 a.m. – 12:00 p.m.

Present: Obed Vazquez (co-chair), Laura Cremin (co-chair),
 Jeannie Chiu, Steve Coccimiglio, Tina Dodson,
 James Hoffmann, Lindsay Kong, Martha Laham, Bill Oye,
 Anne Petersen, Paul Sasse, Christine Worsley

Absent: Kim Schenk, Ruth Sison, Jiating Lin, Beth Hauscarriague

Note Taker: Mary Jane Long

The meeting was called to order at 10:10 a.m.

ITEM	TOPIC / ACTIVITY	OUTCOME / DECISION
1.	Adoption of 10/16/15 Agenda	The 10/16/15 agenda was approved as written after the following change was made: Add topic of 'Membership' after Item #7, making Membership item #8 on the agenda. A motion was made (Hoffmann) and seconded (Worsley) to approve the agenda after this change was made. The vote was unanimous with five absences (Coccimiglio, Hauscarriague, Lin, Schenk, and Sison). There were no abstentions.
2.	Review and Approval of 9/18/15 Minutes	A motion was made (Dodson) and seconded (Worsley) to approve the 9/18/15 minutes as written. The vote was unanimous with five absences (Coccimiglio, Hauscarriague, Lin, Schenk, and Sison). There were no abstentions.
3.	Public Comment	There was no public comment.
4.	Announcements and Updates	There were no announcements.
5.	Committee Name Change: Feedback from College Council	Laura reported back from the College Council regarding the committee's suggested name change from Integration Council to College Program Review Committee (CPR). It was noted that the Council didn't like the acronym CPR and instead suggested just renaming it to the Program Review Committee (PRC). A motion was made (Hoffmann) and seconded (Oye) to change the name of the Integration Council to the Program Review Committee. The vote was unanimous with five absences (Coccimiglio, Hauscarriague, Lin, Schenk, and Sison). There

		were no abstentions. Laura will take this item back to College Council at their 10/21/15 meeting for final approval.
6.	Recap of PR trainings	Obed thanked committee members who attended the program review training sessions and reported that there was a good turnout. Hard copies of the Program Review Handbook were distributed. He gave a brief recap of the trainings and urged committee members to scrutinize all data in program review and to report anything that seems odd or out of place and/or shifts in data. Divisions need to decide what their timelines are so that the annual program reviews are reviewed, validated and forwarded to Program Review Committee by February 1. Obed urged the committee members to speak with people in their particular areas regarding this and he will contact the Deans from each area. He suggested that the annual reviews be due and turned into each division at the end of the fall semester and then convene right before the semester starts.
7.	Program Review Rubric	The Program Review Rubric was reviewed and discussed. Minor changes were suggested to the Program Review rubric, and it was accepted to be sent on to the Academic Senate.
8.	Membership	<p>There was discussion on the membership structure of the Program Review Committee. The following changes were suggested be made to the committee structure:</p> <ul style="list-style-type: none"> • the term of membership be changed from a 3 years staggered term to a 2 years staggered term • membership be changed to a total of 14 members consisting of: <ul style="list-style-type: none"> • 7 faculty • 3 classified • 3 administrators • 1 student <p>A motion was made (Oye) and seconded (Kong) to change the membership structure. Obed will bring this change of membership to College Council for their approval. The vote was unanimous with five absences (Coccimiglio, Hauscarriague, Lin, Schenk, and Sison). There were no abstentions. College Council will advise of the effective date.</p>
9.	Revisit IC Charge	<p>The IC charge was reviewed and it was suggested that edits be made to the document. Those suggested changes are:</p> <ul style="list-style-type: none"> • Rename the document from Integration Council Charge to the Program Review Committee Charge • First paragraph, strike the wording “<i>as well as the processes for governance</i>” • Remove “make recommendations to Budget Committee” – change this to “make recommendations to College Council”.
10.	Adjournment	The meeting adjourned at 12:01 p.m.