Diablo Valley College
321 Golf Club Road   Pleasant Hill, CA 94523

MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

10/12/18

MEETING INFORMATION

COMMITTEE CHARGE:

The Program Review Committee (PRC) operates under the rules of the Brown Act. This committee is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community.

DATE:	10/12/18	**LOCATION:**	Library, L-151
TIME:	10:00 a.m. – 12:00 p.m.	**MEETING TYPE:**	Governance
CO-CHAIRS:	Obed Vazquez; Ray Martin	**NOTE TAKER:**	Mary Jane Long
MEMBERS PRESENT:	Katy Agnost, Jean Chiar, Maria Dorado, Florence Espiritu, James Hoffmann, Lindsay Kong, Chi Lo (ASDVC), Ray Martin, Kevin Powell, Arek Puzia, Carmina Quirarte, Kim Schenk, Glenn Scott, Obed Vazquez, Isaac Wang (ASDVC), Christine Worsley		
MEMBERS ABSENT:	Stephanie Alves, Mike Darr, Lisa Drummond, Brian Raymond	**GUESTS:**	Alan Lacayo
MEETING WAS CALLED TO ORDER AT:	10:14 a.m.	**QUORUM PRESENT?**	Yes

AGENDA ITEMS

	TOPIC	**OUTCOME**
1.	Adoption of 10/12/18 Agenda	The 10/12/18 agenda was reviewed. After the agenda was amended to include the insertion of an additional agenda item (General Questions for Program Review from Different Areas) after Item #4 (Announcements), a motion was made (Hoffmann) and seconded (Puzia) to approve the agenda as amended. The vote was unanimous with no abstentions and five absences (Alves, Darr, Drummond, Laham and Raymond).
2.	Review and Approval of 9/14/18 minutes	The 9/14/18 minutes were reviewed. A motion was made (Puzia) and seconded (Hoffmann) to approve the minutes as written. The vote was unanimous with no abstentions and five absences (Alves, Darr, Drummond, Laham and Raymond).
3.	Public Comment *(limited to 3 minutes per person)*	None.
4.	Announcements	• (Kim Schenk) The WEPR online system is down. A compromise happened on October 5, 2018. Both the WEPR and WebSLOs were backed up on October 3, 2018 and data in the system reflects that update. Any data entered between 10/04/18 and 10/05/18 will not appear in the system. It is unknown when it will be back up and running. The databases have been reviewed and are clean; there is a backup effective October 3. Robert Burns is restoring the databases for WebSLOs and WEPR and we are going to have to work on security. A hole was found and they were able to corrupt the files. All data is safe with the exception of those two days. Robert is working with district I.T. to develop protocols that are more stringent. It is uncertain whether we'll be able to have web access from off campus and it may become like the web curriculum system in the short term. There is a longer-term fix and an interim solution in place through February when we finish our work and then the system will go down in February for more rigorous security measures. The database will need to be removed from the template, etc. and there will be a different access protocol implemented. The system should be back up early next week by Monday or Tuesday. As a backup measure, it was suggested to copy any information to be input into WEPR from a Word document

MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

10/12/18

		and then paste it into the template. Committee members representing various areas on campus were asked to field any questions related to this situation.
		• (Obed Vazquez) Regarding trainings, one of the things being done this semester is to have the writers of comprehensive reviews or of annuals to contact either Obed or Kim for training. Members are to let Obed know if they need updates or trainings within their groups and they will be scheduled. For newer committee members wanting more information on program review, it might be beneficial to sit in on one of the trainings.
5.	General Questions for Program Review from Different Areas	• (Ray Martin) English and Math had questions regarding AB-705, specifically since there are significant changes happening within their departments and they were wondering how to balance those requirements with the recommendation of only 10 items being requested through program review. More than 10 requests can be submitted, but the committee won't be ranking any more beyond those 10. If they do not meet the top 10 and there are lots of requests in that area, we may not be able to rank them which doesn't mean that the requests won't be funded, it just wouldn't be through the general fund recommendation from program review. Other funding sources might be able to fund the requests, such as Basic Skills Initiative, etc. • (Chi Lo/ASDVC) Expressed and raised questions regarding the impact of the new compressed course calendar and the resulting heavy workload for students. How will the impact of the compressed 16 week calendar be monitored and how effective is it? (Kim Schenk) She will bring back to Mary Gutierrez and Susan Lamb the need to develop a survey for DVC students to ascertain the impact of the compressed calendar on them. Outcomes will also be evaluated. The college will see if there are things that can be done to mitigate this dramatic change. • (Obed) A tracking list is being kept of who the writers and validators are and the dates of their training. Members were encouraged to report back to either himself or Joy Brucelas regarding who is on the validating teams so that those individuals can be informed of any changes. The areas that are doing comprehensive reviews are the ones being tracked.
6.	Committee Membership and Structure	The committee membership, structure and composition was examined and discussed. The current structure was formed by the Integration Council and needs to be revised and made more concrete in terms of what is wanted for this committee. Prior to this committee being the Program Review Committee, it was formerly known as the Integration Council, and the idea and charge of the council was to integrate all the various areas on campus. There was discussion on changing the membership structure and having reps from some areas serving as consultants rather than as regular attending committee members (i.e., Equity Committee). A motion was made (Vazquez) and seconded (Hoffmann) to send a recommendation to College Council that the structure of the Program Review Committee be modified to have committees removed as permanent members of the Program Review Committee and instead have consultants listed from among them (i.e. College Success, Research and Planning, Information Technology, Workforce Development, etc.). This change will also need to be vetted through both the Academic and Classified Senates. The vote was unanimous with no abstentions and five absences (Alves, Darr, Drummond, Laham and Raymond). Obed will bring this to the Academic and Classified Senates and the College Council and will report back to the committee on this recommendation at a future meeting.

MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

10/12/18

7.	Recommendations from Deans Group on Process Possible Creation of Work Group on Process Improvement – APR, Process	Over the summer, the deans had reviewed the process of program review and came up with ideas on how to integrate and institute some of these changes and ideas for program review. A handout on a draft plan for an integrated program review which listed the items they developed was discussed. A task force consisting of volunteers (Ray Martin, Kim Schenk, Obed Vazquez, Katy Agnost and Lindsay Kong) was formed to work on this, flesh it out, make a recommendation to this committee, and then to pass it on.
8.	Adjournment	The meeting adjourned at 11:33 a.m.