

El Camino College
Student Services Program Review Committee Meeting

Tuesday, February 20, 2018
9:30 a.m. to 11:30 a.m.
SSVC 200

Co-Chairs: Eldon Davidson & Sheryl Kunisaki (*The Dean of Student Support Services was not able to attend the meeting; therefore, the selected committee members will chair the committee in her absence.*)

Attendees: Eldon Davidson, Sheryl Kunisaki, Marci Myers, Monica Lanier, De Von Scott, and Ann Libadisos

Recorder: Ann Libadisos

1. Welcome & Review of Program Review Meeting Schedule

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| a. Tuesday, April 17, 2018 | FYE |
| b. Tuesday, May 1, 2018 | Puente |
| c. Tuesday, May 15, 2018 | Project Success/Learning Resources |
| d. Tuesday, May 29, 2018 | Assessment & Testing |

Ann will send out meeting invites to committee members.

2. Review Program Review Timeline

Pre-visits to FYE, Puente, Project Success, Learning Resources, Assessment & Testing, and Distance Ed will need to be scheduled. Dates and times for these pre-visits will need the committee members' approval.

In the past, Distance Ed fell under the Library review. Currently, Distance Ed is separated from the Library's review. Distance Ed (Crystle Martin, Director) will need an official notification from the Dean of Student Support Services (Idania Reyes) to confirm the date that the program review is due. However, there is concern that a longer delay in setting the program review dates for Distance Ed may cause Distance Ed to be out of compliance. It was mentioned that it would be nice if Distance Ed can submit their program review any time from April 9 to mid-May with the actual program review happening on May 29th.

Since FYE's deadline to submit their program review is April 16th with the actual program review happening the next day on April 17th, the committee members expressed that there won't be enough time to review FYE's submitted paperwork. Due to this concern, it was mentioned to include in these minutes that the FYE's April 16th program review date be re-scheduled at a later date of May 1st to be combined with Puente's program review.

3. Review Draft Program Review Findings

a. Financial Aid

Financial Aid meets expectation and is approved.

4. Review & Deliberations of SS Program Reviews

a. Community Education

The committee voted on approving the compiled matrix to be used on the final memo. Make sure it's the one that includes more people, not the one that has just 2 people, and also the letter should be re-written by Idania.

b. Institutional Research & Planning

Only 2 committee members submitted the paperwork for Institutional Research. In order to move forward, Marci will set up the committee members into teams on Office 365 (an online application), where you all can collaborate on the matrix. This will allow the committee members to merge their comments on the documents, to chat, and to vote. At the bottom of the document, there will be vote options so that once you vote it indicates you are done. This ensures an electronic vote and everybody's feedback. If the committee sees 5 x's, then everyone will know it's done. Once the informal vote online is complete, the committee will meet for 5 minutes (possibly via phone) for the official vote.

5. Open Discussion

Here are a couple of things to do for future program review:

- Schedule in visits for all of these places
- Plan what we want the process to look like for the fall semester

The committee would like an orientation to be held for Fall 2018 programs that will do a program review. The orientation can be an hour and be combined with Academic Affairs since both divisions receive data sets from Institutional Research, both sides work off a template, both sides need recommendations that help inform their annual plan that will be going into TracDat, and both sides will be submitting the same parts into TracDat. Areas to cover at the orientation could include any of the following: sharing the appropriate template, sharing the data set, showing the matrix to the programs, explain why we do program review, the benefits of program review, sharing exemplary program reviews, overview of what is expected and valuable, explain what happens next, and TracDat. This orientation wouldn't have to be a committee function. It could be the chair, TracDat representative, and a Research representative. An orientation should be

held every time so that orientations can include updates. An orientation should be held a semester prior to their submission.

6. Adjournment