

MINUTES
El Camino College
Student Services Program Review Committee Meeting

Tuesday, October 3, 2017
2:30 p.m. to 3:30 p.m.

Location: El Camino College
Student Services Center, Room 200

Attendees: Eldon Davidson, Sheryl Kunisaki, Marci Myers, Monica Lanier, and Idania Reyes (Chair). It should be noted that committee member, De Von Scott, was not present at site tours or committee meeting.

Agenda

1. Welcome & Introductions

Idania initiated the meeting at 2:30 p.m. All committee members had previously introduced themselves prior to the meeting during the site visits to Financial Aid, Community Advancement and Institutional Research 7 Planning. Idania distributed agendas and support documentation to each committee member.

2. Purpose of SS Program Review Committee

Idania shared the goals and objectives of the Student Services Program Review Committee for 2017-2018 Academic Year. The committee is charged with reading four program reviews this fall 2017 semester: 1) Institutional Research, 2) Center for Customized Training, 3) Community Education, and 4) Financial Aid). The committee is charged with determining if they meet expectations per a defined rubric, and provide feedback to program review authors.

3. Debrief of Program Tours

Idania Reyes, Marci Myers, Sheryl Kunisaki, and Eldon Davidson, were able to tour the financial aid department prior to today's meeting. Monica Lanier later joined the group to tour Community Advancement and Institutional Research. The tours were quite informative and the hosts were very knowledgeable. The information obtained will help the readers gain a better appreciation and understanding of the programs under review.

4. Review of SS Program Review Committee Documentation for 2017-2018 Academic Year

- a. 2015-2019 Timeline
- b. Membership
- c. Meeting Schedule
- d. Template
- e. Matrix

Idania included a copy of each of the above documents with the agenda. Each item was reviewed in detail and general questions were addressed. The timeline, membership, and template will be posted online on the Vice President of Student Services webpage. As per previous protocols, the meeting schedule and matrix are not going to be posted online.

5. Future Deliberations of Pending Program Review

Distance Education and Learning Resource were given extensions to turn in their Program Reviews in Spring 2018. The committee will review the following four programs this fall 2017 semester on the following dates:

- 1) Center for Customized Training (CCT), **Tuesday, October 24, 2017**
 - a. Site tour at BTC **at 2:00pm**
 - a. Program Review Committee meeting at **2:30pm** at the BTC.
(Eldon Davidson will make the arrangements to reserve a room)
- 2) Institutional Research, **Tuesday, November 14, 2017**
- 3) Community Education, **Tuesday, November 14, 2017**
- 4) Financial Aid, Tuesday, **December 5, 2017**

The deadline for Program Review is Monday, October 16, 2017. Program reviews will be e-mailed to Idania and cc Lucy Nelson who will then send to the committee for review. The plan is for the committee members to review the plans and complete the word Matrix form while they review the plan and send to Idania and cc Lucy prior or on the meeting date. Everyone will print out their own Matrix form and bring it to the meeting. The committee was encouraged to read the plan as whole first and then focus on giving feedback on the areas where the program had weakness. There was conversation about possibly sharing the Matrix form with the authors of the Program Review; however, we will determine if that will be the protocol after our 10/24 meeting .

6. Open Discussion

There were many discussions about the process for the Program Review feedback; however, the committee will work with the committee Chair to determine how to proceed on this matter once they have experienced the process. It should be noted that we have a three new members to the committee with no previous experience.

Eldon Davidson will be sending Marcy Myers the CCT Program Review via Google Docs and Marcy will send it out to the group for review.

Idania reminded the committee that the next SS Program Review Committee meeting is scheduled for **Tuesday, October 24, 2017**, from 2:30 p.m. to 3:30 p.m. in the Business Training Center following the site tour at 2:00pm. Additional information will be sent to the committee via e-mail in the coming days to prepare for the next meeting.

7. Adjournment

Idania adjourned the meeting at 3:00 p.m.