TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant II

DATE: September 1, 2009

SUBJECT: Minutes of IPR meeting – September 1, 2009

In attendance at the meeting:

Mark Fronke
Angela Beck
Lorraine Gersitz
Cynthia Lavariere
Rachel Mason
Lola Rizkallah
Linda Rose
Farid Wissa
David Young

Absent:
Nick Kremer
Lorraine Edson-Perone
Jeff Rigby

1. **Call to order** – The meeting was called to order at 3:09 P.M.

2. **Approval of Minutes from April 21, 2009** – The minutes were unanimously approved as amended.

3. **Committee membership – vacancies in Fine Arts, HPER, Classified Rep, Student Rep**

4. **Status report of all Programs Under Review** – Mark Fronke and the committee gave an updated status on the following departments under review for 2009-10, and confirmed the dates for the drafts, finals, and presentation deadline dates: Business Communications, Photography, Culinary Arts, Philosophy, Reading, Foreign Language, Health Occupations, CIS, Physics/Astronomy, Plastics Composites, and Dental Hygiene/Dental Assisting. Mark Fronke made a recommendation that the committee members make plans to meet with the departments prior to the deadlines of the Program under review that they are representing as liaisons in order to validate that the departments are making progress. 1) Mark Fronke reported the status regarding the Business Communications department processed by liaisons Angela Beck and
Lorraine Edson-Perone. The report has been written and a draft will be submitted to Mark Fronke for review. To date the department status is up-to-date. 2) Farid Wissa reported that the **Photography** department is in process and that the status is good. Mark Fronke encouraged Farid to validate their status. 3) Lola Rizkallah reported on the status of the **Culinary Arts** department. Lola read a report from the department which indicated that the department has followed various phases of the self-study process including surveys, comparisons with other college programs, they have documented the necessary changes, and all historical data has been completed. The department is currently awaiting certification from The American Culinary Federation. It is anticipated that this will attract additional students as well as prestige for the college. The department was reported to have completed all the components of the self study. 4) **Philosophy** department: Lorraine Gersitz reported on the department status: Lorraine is scheduling a meeting with the Philosophy department to follow-up on the status and will report back to the committee with additional details. The department is up to date at the current time 5) **Reading** department: The status was reported by Rachel Mason. Rachel is planning to schedule a meeting and to continue working with the department and the Research and Planning advisor. She also reiterated to the department that she is the liaison and will be working closely with the department to make sure all the components of the self study are clear. Some of the processes needed additional clarity with the self-study process. Rachel read a report regarding reading levels pertaining to how students interpret instruction pertaining to i.e. Math and not understanding the content or instructions due to their reading level. The committee conversed in a lengthy discussion regarding reading levels related to academic requirements. David Young informed the committee regarding the assessment of alignment that Linda Rose was working on. He also informed the committee that the Chancellor’s Office had a mandate regarding the need of alignment of Reading, English, and ESL. Linda Rose informed the committee regarding the sequencing and alignment with regards to core classes and determination of which classes are eliminated in addition to the overall affect of students’ processing to transfer as well as degree outcomes. David Young indicated how the disciplines blend together with the academics. Linda Rose emphasized the fact that the reading assessment is not attached to the other courses since Reading is not mandatory opposed to the English and Math prerequisites, and how this affects students in the future with succeeding in academic courses. 6) **Foreign Language** department: Mark Fronke will follow-up with Jeff Rigby regarding the updates on the status of the department for further details. Mark has received the detailed planning form from the department. 7) **Health Occupations** department: No update at this point. Mark Fronke informed the committee on the scheduled due dates. Nick Kremer, liaison - absent) 8) **CIS** department: Mark Fronke received a note from Wes Nance indicating the department is in progress with their surveys. Some potential concerns to consider could be related to SLO’s and Curriculum. Mark Fronke will follow-up with Wes Nance and the department. David Young informed the committee that they are clearing numerous courses in Curriculum with the constant changes of courses. 9) **Physics and Astronomy** department (Ed Heckerman, liaison – absent): Mark Fronke reported that he received a detailed memo from the instructor, Janet McLarty-Schroeder. Survey completed and analyzed. In addition to the additional data they are using she indicated in the memo that DSPS will be working with their department 10) **Plastics Composites** department: Linda Rose gave the status updates. Linda reported that she has received the Curriculum information. She also indicated she has some questions and is planning a meeting with the instructor Terry Price and the Division Dean, Steve Berklite. The student survey has been developed, but whether it has been administered is unknown. Linda Rose will
be following up on the assessment status of the SLO’s and confirming whether the Research and Planning department assisted the department with the development.

5. **Outside Accreditation – Dental Hygiene/Dental Assisting.** Mark Fronke reported that he received an invitation from the division Dean, Jeanine Nolan to participate in the on site Team Visit. The teams will be on site September 30 – October 2. The team will report the findings, and the exit interview will be held on October 2. David Young will join Mark Fronke during this on site visitation from the team. Mark asked David Young to follow-up on requesting the department to prepare the form that the committee is requiring. This form is identified as the document that the department used for their accreditation report. The department is also required to use the Program Review submittal form document (Appendix A) for preparing their goals for the self-study report. David Young will follow-up on this item and report back to the committee.

6. **Incorporating matriculation-agreement requirements:** Mark Fronke discussed Matriculation agreements with Ken Matsuura, Counselor, regarding four year colleges. Ken Matsuura’s concern/question is whether the Matriculation agreements on the lower division side should indicate that a course is no longer being offered. David Young gave the committee a summary of matriculation being the process of going through the course offerings, and articulation being the contract (mapping) noting that the transfer options are important. Linda Rose posed the question of the Programs Under Review assessing whether the articulation agreements are active. It’s recommended that the liaisons give the department a copy of the agreement and then they will have that data available to review. The committee was updated as to the repercussions a student can have with transferring if the courses are not being offered. It was noted that the articulation agreements are not always offered in a timely manner. The committee discussed the problem with the system concerning these agreements not working efficiently. Regarding the self-study a division would need to include a blub as to whether they are working on this issue. Mark Fronke will follow-up with Ken Matsuura on this topic.

7. **Finalize feedback form:** Mark Fronke distributed the revised Feedback form to the committee. The revised form contained all changes previously agreed by the committee. The Feedback form will be an official document that will be utilized during the Program Review process for the departments under review. Mark Fronke made a motion to adopt the Instructional Program Review Feedback Form. The committee unanimously approved the Form as presented.

8. **Accrediting Commission memo by Barbara Beno:** The Accreditation memo was shared with the committee. The committee discussed the college Mission Statement and how it differs from other colleges. Linda Rose made a recommendation for the committee to bring in Mission Statements from varying colleges to make the comparison. The committee discussed the importance of the Institutional Mission Statement being in alignment with the college programs. Rachel Mason and David Young emphasized the importance of the required components being consistent in the Mission Statement. The committee discussed various aspects of the components of what the Missions Statement should contain. Mark Fronke will send an electronic attachment of the Mission Statement to the committee for their input. Mark Fronke read a brief paragraph of the memo by Barbara Beno to the committee. The committee continued a brief conversation on some of the statements in the memo that would pertain to Cerritos College. Linda Rose will provide the committee with the information provided by the Commission on where a college should be in SLO development upon her return from an upcoming event. There was also discussion regarding the four stages of development of SLO’s. Mark Fronke concluded the discussion indicating that the committee is seeking clarity regarding these areas of concern.

9. **Items from the floor:** Farid Wissa opened the discussion with a question regarding the financial
state of the institution impacting improvements with a Program Review project and what could be done. Linda Rose shared with the committee that the financial plans of a program would be part of a vision since all areas are aware that the budget would not allow expenses. Mark Fronke shared the aspects of goal setting processes. David Young shared regarding setting priorities to achieve goals, designing a process, and what a department is willing to do for their goal to occur. The committee discussed the impact of the programs based on the changing leadership and decisions that were established in the past. The committee emphasized the importance of preparation in the process for plans that need to be altered. Mark Fronke shared information from the Coordinating Committee and informed the committee regarding the suggestion that was made in the Coordinating Committee meeting regarding merging the Non-instructional Program Review with Instructional Program Review. Mark Fronke emphasized that the original agreement was for the committee to discuss this suggestion, a decision to merge the programs has not been determined. The committee concluded that further discussion on this item would continue. This item has been tabled for the next Program Review meeting. David Young recommended a best practices visit to another institution to make a comparison with the program at Cerritos College. Lola Rizkallah confirmed that a process was established for Non-instructional Program Review. Linda Rose recommended a subcommittee to compare the documents of Instructional and Non-Instructional, compare the differences, and share their recommendations with the Committee. Mark Fronke informed the committee regarding another Coordinating Committee item regarding courses that have not been listed in the catalog for a long length of time and how this affects articulation. An action item was made by Mark Fronke to converse with Ken Matsuura and Rich Cameron to discuss this concern. Mark Fronke will report back to the committee on the determination.

10. **Adjournment** – The meeting adjourned at 4:30 p.m.

**Next Meeting**

**Tuesday, September 15, 2009**

**3:00-4:30**

**SS 141**