1. Review/Approve minutes from January 20, 2009
   a. Committee approved minutes presented with revisions

2. Proposed revisions to workbook
   a. Committee approved revisions to the schedule for the Humanities/Social Sciences division. Mark Fronke will incorporate the revisions into the latest version of the workbook.
   b. Shared governance language on committee membership
      i. Discussion took place regarding the wording of the membership section of the workbook. It was agreed that the language would be changed to be consistent with the shared governance document as follows:
c. Final review of Appendix C revisions

i. Discussion took place on the final revision to the form for Appendix C.

It was decided by consensus that the changes would be incorporated into the document for the following:

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**Cerritos College**  
**Instructional Program Review**  
**Instructional Program Review Approval Form (Appendix C)**

This form is completed by the IPR committee during the review of each program's self study report presentation (Phase 4)

Name of the Program ___________________________________________

Presentation Date_____________________________________

IPR Committee Liaison___________________________________________

Scheduled Presentation Date_____________________________________

<table>
<thead>
<tr>
<th>Evaluation of Compliance with Institutional Requirements</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>All courses in the program have been reviewed by the Curriculum Committee within the last six year cycle?</td>
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<tr>
<td>Program is in compliance with guidelines established by the Student Learning Outcomes task force?</td>
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<tr>
<td>Institutional Data used is current as of the draft due date?</td>
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<tr>
<td>Program and Primary Data included information which is less that 2 years old?</td>
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<tr>
<td>Unit plans are current and program goals are consistent with goals established in the program review process?</td>
<td></td>
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The self study report adequately addresses the following components:

<table>
<thead>
<tr>
<th>Description of Component</th>
<th>Yes</th>
<th>No</th>
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<tbody>
<tr>
<td>Description of the Program</td>
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<tr>
<td>Course and program content</td>
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<tr>
<td>Student demographics</td>
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<td>Human resources</td>
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<td>Instructional Improvement</td>
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<td>Teaching effectiveness</td>
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<td>Activities to improve student learning</td>
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<td>Course grading</td>
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<tr>
<td>Course and program completion</td>
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<tr>
<td>Program outcomes</td>
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<tr>
<td>Core indicators (if vocational)</td>
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<tr>
<td>Student feedback</td>
<td></td>
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<tr>
<td>Institutional data</td>
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<tr>
<td>Strengths and weaknesses of the program</td>
<td></td>
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<tr>
<td>Opportunities and threats of the program</td>
<td></td>
<td></td>
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<tr>
<td>Goals of the program</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Commendations: 

Recommendations: 

Committee Action taken: 

Approved Not Approved 

Explanation for non-approval: 

3. Discussion of “Sanctions” section 

a. Mark Fronke reported that the concerns were expressed at the 

   Coordinating Committee meeting regarding the “Sanctions” section of the 

   workbook. After discussion, it was agreed by consensus that the following 

   language would be used: 

   **Consequences for Non-compliance** 

The Instructional Program Review process is an integral part of the overall planning and budgeting 
processes at Cerritos College. As such, all programs must participate fully in the process in order to 
establish their mid-range and long-term goals and provide a basis for annual unit plans. 
As a sub-committee of the faculty senate, the committee has determined that it is the professional 
responsibility of all faculty to participate fully in the program review process. It is assumed that all 
participants in the program review process will perform in a professional and ethical manner. 
The following recommendations will apply for any program which is not in compliance with the 
Instructional Program Review approval form (Appendix C): 

1. Department requests for additional human resources be denied. 
2. Department requests for equipment or other physical resources be denied. 
3. Department requests for Perkins funds be denied. 

4. Update on orientation sessions 

a. Mark Fronke gave an update on the orientation meetings as follows: 

   i. BCOT/BCOM – Thursday 2/19 
   ii. Photography and Physics/Astronomy were held together on 2/3 
   iii. Culinary Arts – No response for request
iv. Dental Assisting – No response for request
v. Dental Hygiene – No response for request
vi. Foreign Language – held on 1/19
vii. Reading – Awaiting available dates
viii. CIS – No response for request
ix. Plastics technology – Wednesday 2/18
x. Philosophy was added pre request of Dean DeFrance

5. Selection of Presentation Dates:

a. The committee made random selections for assigning presentation dates.

   Based on these selections, the dates will be assigned within the next week.

   i. BCOT/BCOM - 7
   ii. Photography - 10
   iii. Physics/Astronomy - 6
   iv. Culinary Arts – 4
   v. Dental Assisting - 5
   vi. Dental Hygiene – 2
   vii. Foreign Language - 9
   viii. CIS – 11
   ix. Reading - 8
   x. Plastics Technology – 1
   xi. Philosophy – 3
   xii. Reading - 8
6. Powerpoint presentation for Feb 26\textsuperscript{th}
   a. The committee was informed of the presentation schedule for 2/26 in the teleconference center and reviewed the presentation.

7. Items from the floor
   a. Mark agreed to prepare an evaluation form that will be used by programs after the process is completed to provide feedback about the process. This will be reviewed at the next meeting.

8. Adjournment at 12:15

   Next meeting scheduled for March 3, 2009 at 11:00 in BE 6