CERRITOS COLLEGE

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant II

DATE: October 6, 2009

SUBJECT: Minutes of IPR meeting – October 6, 2009

In attendance at the meeting:

Mark Fronke
Angela Beck
Lorraine Edson-Perone
Todd Gaffaney
Lorraine Gersitz
Rachel Mason
Nick Kremer
Lola Rizkallah
Farid Wissa
David Young

Absent:
Cynthia Lavariere
Linda Rose (Excused)

Guests:
Chris Myers
Bryan Reece

Call to order – The meeting was called to order at 3:05 P.M.

1. Review/Approve Minutes from September 1, 2009 – The minutes were tabled for the October 20, 2009 Program Review Meeting.

2. Update Status of all Programs Under Review - Mark Fronke called for an update from all of the committee members on the programs under review as follows: Business Communications, Photography, Culinary Arts, Philosophy, Reading, Foreign Language, Health Occupations, CIS, Physics/Astronomy, Plastics Composites, and Dental
Hygiene/Dental Assisting: 1) Mark Fronke reported the status regarding the Business Communications department processed by liaisons Angela Beck and Lorraine Edson-Perone. Angela Beck updated the committee indicating that the department is ready to go and that she received an update email. Mark Fronke recommended that she look further into their status. 2) Photography – Liaison Farid Wissa – indicated the department is doing a good job. 3) Culinary Arts – Liaison Farid Wissa – indicated the department is doing a good job. 4) Philosophy – Lorraine Gersitz – indicated she has not been in touch with the department recently, but her last contact they assured her they were coming along. Lorraine will do a follow-up. 5) Reading – Rachel Mason indicated the Reading department was on track with their creative timelines. She is also planning to meet with Chris Myers again for more information and to determine if there is anything the department may need during their process. 6) Foreign Language – will be covered by Todd Gaffaney since former liaison Jeff Rigby is no longer on the committee. Mark Fronke will update Todd on their status in order for him to proceed with the follow-up. 7) CIS – Nick Kremer confirmed the deadline dates for the department with Mark Fronke. Nick will do a follow-up with the department on their status 8) Fine Arts – There is currently no liaison for this department – 9) Physics and Astronomy – Mark Fronke will cover this department and will give the committee an update at the next Program Review meeting 10) Plastics/Composites – Linda Rose was away at an accreditation visit and was unable to give an update; however, Mark Fronke indicated that Linda had received a verbal update and would be following-up. The accreditation report is due October 20. Mark Fronke will meet with Terry Price as a follow-up; however the department is in good shape. Once Mark receives the report he will distribute a copy to the committee to obtain their comments. 11) Dental Hygiene/Dental Assisting – David Young reported that the Dental Hygiene department finished the site visit with flying colors. The Dental Assisting program had some issues and recommendations, but both programs are moving forward.

3. Update on articulation agreements/State Courses – Mark Fronke reported to the committee regarding his contact with Ken Matsuura. Ken is going to pull the articulation agreements and focus on the departments that are currently under review for this year. Mark updated Nick Kremer on the discussion the committee held at the last Program Review Meeting on September 1, 2009. Since there is an additional amount of discussion to make on this subject, it was unanimously agreed by the committee that this item will be placed on the next Program Review Agenda for October 20. The committee discussed the concern regarding inventory of courses and the absence of a process for purging unoffered courses.

4. Student Success Plan – Bryan Reece - Dr. Bryan Reece updated the committee on the background of the Student Success Plan and the history of its initiation. The Faculty Senate had been working on the plan for approximately two – three years. The Senate began in the fall of 2006 on the Agenda for Student Success. And it became more of an institutional in scope. The Board of Trustees adopted the ARCC Report in 2009 and indicated that they wanted a Student Success Plan. Bryan gave a presentation to the committee with the Power Point Presentation handout and the Draft. A motion was made by Mark Fronke that the committee will participate in the Student Success Plan – The committee unanimously agreed on participating and contributing their input into the Student Success Plan. The committee agreed that they would work on a
5. Items from the Floor – The committee held a lengthy discussion regarding student learning. It was noted that for at least a decade they have been discussing that the Research and Planning department should be in a position to analyze and measure effectiveness of student data. Some examples of what the college would like analyzed includes the reason students leave Cerritos College, how many students excelled in a home business, how many students actually obtained a job in the vocation they were training in, and how many students actually transferred to a four year institution. These are some of the questions that were discussed during the meeting. David Young stressed the concern with the ARCC Data analyzing the question to students as to whether the Cerritos College actually helped them to meet their goals. The committee also discussed the college transfer program. The committee briefly discussed the college Mission Statement. The committee discussed what role the Transfer Program would play, and how this affects the Program Review process. Mark Fronke informed the committee that they would continue the discussion of the Student Success Plan and would begin the first draft of the report.

6. Return materials from the 2008-09 Workbooks to Archive – This item will be taken care of the next Program Review meeting. Mark Fronke reminded the committee to bring their items from the last school year to be archived. A couple of the committee members indicated they already recycled their materials.

7. Adjournment – The meeting adjourned at 4:30 P.M.

Next Program Review Meeting
Tuesday, October 20, 2009
3:00-4:30 P.M.
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