TO: Members of the Program Review Advisory Committee
FROM: Miriam Tolson, Program Assistant II
DATE: March 21, 2012
SUBJECT: March 20, 2012 Minutes of IPR Meeting

In attendance at the meeting were:
Dr. Cynthia Lavariere, Chair
Angela Beck
Carl Bengston
Jan Connal
Maggie Cordero
Christina Fernandez
Mark Fronke
Todd Gaffaney
Rachel Mason
Kay Nguyen
Dr. Patricia Robbins Smith
Terry Price

Absent
Dan Clauss
Angela Conley
Jimmy Dorantes

Guests
Mary Balmages
Vykki Morgan

1. Court Reporting Presentation – Angela Beck liaison for the Court Reporting department welcomed the department and commended them on the large grant they received last year. Mary Balmages and Vykki Morgan represented the Court Reporting department. The department presented their SWOT analysis along with their goals. A description and presentation of the department are listed at the end of the minutes summary. There was a brief discussion on the goals, along with a required recommendation. A Motion was made by Angela Beck Seconded by Mark Fronke to approve the program review. The committee
unanimously approved the review based on the recommendations to update the goals and resubmit the information to the liaison Angela Beck.

2. **Approval of Minutes for 3-6-12** - A **Motion** was made by Carl Bengston, Seconded by Terry Price save three abstentions. The minutes were unanimously **approved** as presented.

3. **Programs Under Review Updates** – Rachel Mason updated the committee on the Biology/Microbiology department. The presentation will be held at the next Program Review Meeting on 4-17-12. Kay Nguyen from Research and Planning informed the committee that the department is free to contact her for assistance regarding framing their questions more appropriately for their data requests. Mark Fronke encouraged the other liaisons to stress to the departments that are up for review next year that there should be evidence/documentation and not just information that the department perceives or have heard. He used the example of faculty mentioning that students are leaving our campus to go to another college. Since this is a major threat to any program, it is very important that this information be documented and not mentioned as an opinion of the faculty. Kay Nguyen informed the committee that the Research and Planning department has a link to submit students to obtain survey information for any given department. It is not necessary for departments to use other survey sites. Dr. Lavariere indicated that the Real Estate review will be up for approval at the next meeting on 4-17-12.

4. **Items from the Floor** – Dr. Cynthia Lavariere presented the Health Physical Education and Athletics department final report version. The report changes were viewed by the committee and there was a brief discussion on the data that was listed. Kay Nguyen noted that the data was from 2010 and inquired as to whether the department was aware that the requested data information could have been more current. A **Motion** was made by Jan Connal Seconded by Angela Beck. The committee unanimously **approved** the Program Review for the Health Education department. Jan Connal updated the committee on the Planning and Budget committee and announced about the All Campus Meeting which will be an open forum on Thursday 3-29, 12. The meeting is designed to provide awareness of where the district funds are located.

5. **New Business** – There were not items to report

6. **Adjournment** – The meeting was adjourned at 4:10 P.M.
The Court Reporting presentation was given by Mary Balmages and Vyikki Morgan. They expressed their excitement on the grant they won last year and informed the committee that their program has been on campus since the mid 1970’s, approved by the State Board, and also an accredited by the Court Reporters Board. The instructors are CRI certified by the National Court Reporters Association. They have expanded their captioning program, and belong to the National Court Reporters’ Association which is a state professional organization program with up to date certificates and are affiliated with the advisory board. There continues to be career opportunities for court reporters since the equipment is computerized and is the most efficient way of keeping the record and according to the Department of Labor Bureau of Statistics, information regarding court reporting states “job prospects are expected to be excellent.”

The department discussed their goals, and SWOT analysis, and they also indicated that their largest budget item and recruitment for students is the live four voice readers. This feature is in demand for the advanced students since this is required during the state exam. The funding for providing live four voice readers has been a challenge to the program. Students have been volunteering on a temporary basis, due to the loss of the adult hourly workers due to the budget deficit. Students have transferred to other schools based on the lack of hours of dictation being offered. The department scheduled the classes on four consecutive school days to accommodate the student’s needs.

The faculty members stay abreast with the National Association conventions, workshops for students and great opportunities to stay up to date with the field.

The department is concerned as to whether new full-time instructors will be hired to keep the program going once the other instructors retire which may be in the not too distant future. One of the goals of the department is to ease student distress due to the pending move of the department to the new Business Division Building, since the program tends to lose students during the relocation periods. The department would like to shift the courses to online as much as possible to accommodate the relocation to a reduced area and due to the retirement of the current full-time instructors.

The full report can be viewed on the Program Review website.