CERRITOS COLLEGE

TO: Members of the Program Review Advisory Committee
FROM: Miriam Tolson, Program Assistant II
DATE: April 24, 2012
SUBJECT: April 17, 2012 Minutes of IPR Meeting

In attendance at the meeting were:
Dr. Cynthia Lavariere, Chair
Angela Beck
Carl Bengston
Jan Connal
Mark Fronke
Rachel Mason
Dan Clauss
Angela Conley
Jimmy Dorantes
Kay Nguyen
Terry Price

Absent
Maggie Cordero
Christina Fernandez
Todd Gaffaney
Dr. Patricia Robbins Smith

Guests
Connie Boardman

1. **Biology/Microbiology Presentation** – Rachel Mason liaison for the Biology/Microbiology welcomed Connie Boardman from the department and commented on the adjustment of the goals that the department was persistent in following-up. 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. Connie Boardman was very thorough in describing the status of the department, their goals and achievements. There was a brief discussion on adjusting a few items on the goals. A **Motion** was made by Rachel Mason, 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 Program Review Chair, Dr. Cynthia Lavariere. The committee unanimously approved the program review, and indicated that the review was exemplary.

2. **Approval of Minutes for 3-20-12** The minutes will be approved at the next Program Review meeting along with the current minutes for 4-17-12.

3. **Programs Under Review Updates** – Dr. Cynthia Lavariere informed the committee that the Real Estate review will be on the table for the committee to review at the upcoming meeting on 5-1-12. It was recommended that Mary Ellen Brady update the goals of the department.

4. **New Programs Under Review Updates 2012-13** – Dr. Lavariere updated the committee on her communication with the departments up for review for 2012-13. Angela Conley informed the committee that she received information from the Architecture department and will forward the information to Dr. Lavariere. Kay Nguyen also informed Dr. Lavariere that the department had been in touch with her regarding research requests. There were a couple of departments that Dr. Lavariere had not yet received a response from, but that she would be contacting them again.

5. **Items from the Floor** – Dr. Lavariere informed the committee that the next meeting will be brief and will include approval of the minutes from the last two meetings, discussion on the Rubric, and continuation of the discussion regarding the documents required from the nursing department due to their outside accreditation. The committee indicated that their process will be similar to that of the Paralegal department with an update to the committee on their program.

6. **New Business** – There were no items to report.

6. **Adjournment** – The meeting was adjourned at 3:55 P.M.
**Biology/Microbiology Presentation**

Connie Boardman, Chair of the Biology/Microbiology department gave a thorough presentation on the department. She indicated which courses were transferrable to four year institutions as general education requirements, along with the mandatory courses for the Dental Hygiene, and Dental Assistant Programs and the Physical Therapist, and Physical Therapist Assistants Programs. Ms. Boardman also did thorough research on which courses were in demand which included the Biology 100 and 400 course, Life Science, Zoology and Botany with labs and the most advanced courses of Anatomy and Physiology 200 and Anatomy and Physiology 120 which is designed for the nursing students. She discussed with the committee the details of not requiring prerequisites on these courses due to the limit of prerequisites allowed for nursing students.

Concerns and challenges of the committee were discussed along with required supplies needing replacement due to the volume of work done with the slides. Lack of student preparedness was discussed and the areas lacking. The need of field trips was discussed due to the Molecular biology lab requirements and the unavailability of a lab on campus.

The fairly new instructor Michelle Navarro was hired from the City of Hope and plans to network with them in the future for Cancer research.

Funding was discussed and the projects needing items for the program to succeed. Carl Bengston added a recommendation that the first goal indicate that the department will Maintain an Upward Trend”. Terry Price recommended Ms. Boardman contact the College Foundation regarding corporate sponsors due to their willingness to assist and provide information for their understanding of the needs. Dan Clauss recommended that the Foundation assist with the needed slides and that the field trips be coordinated with the ASCC.