

Instructional Program Review Committee

Workshop Minutes

Date: 04/11/14 10:30-Noon

Location: 10A-2

IPRC Member Name	Present/ Absent	IPRC Member Name	Present/ Absent
Jessica Gibbs (Chair, PR Coordinator)	P	Marsha (DeeDee) Cole	A
Deborah Chesser	A	Ed Heaberlin	A
Ed Burg	P	Donnell Thomas	A
Claude Oliver	P	John Reid	A
Patricia Wagner	P	Jennifer West	A
Karen Tomlin	P	Eartha Johnson	A
Theresa Shellcroft	P	Guest:	

*non committee members as well as deans were in attendance (see sign-in sheet)

Program Review and Educational Master Plan

- Workshop Handout provided (see attached).
- Pre-workshop survey was conducted online to attain information regarding the level of knowledge and participation by attendees.
- Workshop Outcomes:
 - Overview of planning systems
 - Discussion of planning and why it matters
 - Participants evaluate their own planning documents

Planning Systems:

- Long-range Mater Planning
 - Every 3-5 years
 - External scans
- Short-term Planning
 - PRAISE (Program Review Allocations and Institutional
 - Templates for PRAISE (comprehensive and annual update)
 - In the past the reports were not utilized well for planning
 - These reports connect with EMP
 - How to find the templates on VVC website
 - The connection to the EMP (comprehensive)
 - Mission-
 - pg 2 at top. The mission of the college is central to the EMP
 - Under program overview- the program describes how its mission supports the mission of the college

- One participant requested an additional explanation of addressing the EMP in the overview
 - Under section for Student Success- program discusses integration to EMP
 - The Annual Update allows programs to update information to their most recent PRAISE document.
 - How the PRAISE is used to develop Tier 1 summaries
 - Deans identify whether or not requests are linked to the EMP (strategic priorities) and the district goals
 - The campus identified the strategic priorities- there are 7
 - Faculty developing PRAISE should be mindful of these priorities for planning at the program level
 - AP 6200- how the four district goals overlap and relate to the strategic priorities in the EMP
 - The rubric used by the budget committee to base budget recommendations include EMP (strategic priorities) are related

Why do we plan?

- Yes, for ACCJC requirements
- BUT, it's the right thing to do!
- In the past, it was more wish-list planning
 - Instructional programs were doing loads of work, but administration was not using them (adherence and attention to them). There was no connection to a long-term vision
 - Why don't we have funds for things like skull models? Why must things like this to be requested as augmentations?
- What we have now is intentional planning
 - We have a cycle of quality improvement
 - Reviewing the ACCJC rubrics for Planning and Program Review
 - Data in program review- how is the analysis used for planning improvement and making requests to attain the improvement?
 - If student success rates are tanking because the program is not receiving the requests identified for success, that needs to be brought to attention (see the OIER)
 - Where are we on Planning?
 - Issues with our process- it has only been through one cycle. Templates need revised and timelines need to be adhered to.
- What is good planning?
 - Organizations best ideas are brought together
 - Discussion:
 - Peter Allan contributed: "If you fail to plan to plan to fail"
 - Our processes have evolved for the better, are continually are being improved.
- Where to go-

- EMP update form on the website- programs can do this any time. VM does the update after the form is submitted. When completing the form, if some fields do not need updated, just use “same” in the field.
- What to do-
 - Continue to attend PR workshops
 - Communicate with each other!
 - Reviewed examples of a discipline EMP contributions

Definitions:

IPRC- Instructional Program Review Committee

NIPRC- Non-Instructional Program Review Committee

PRAISE- Program Review, Allocation and Institutional Strategies for Excellence

OIER- Office of Institutional Effectiveness and Research

EDIE- Executive Dean of Institutional Effectiveness

FBPC- Finance, Budget and Planning Committee

FC- Facilities Committee

TC- Technology Committee

ASET- Academic Senate Executive Team