

Instructional Program Review Committee

Minutes

Date: 09/26/14

Location: AC 5

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

Action Items

- Review revisions to the Program Review Handbook (see attached)- due to the number of members unable to make it to this meeting, the revisions to the Handbook will be moved to 10/10/14.

PR Coordinator Report

- Fall 14 “workshop” schedule:
 - Thursday 9/25/14 11:30-12:30 (room TBA) **LA Conference Room**
 - Friday 10/10/14 12:00-1:30 (room TBA) **21-171**
 - Thursday 10/16/14 2:30-3:30 (room TBA) **21-171**
 - Monday 11/3/14 12:00-1:00 (room TBA) **LA Conference Room**
 - Friday 11/21/14 10:00-Noon (room TBA) **LA Conference Room**

JG was invited by the Nursing department to present on SLOs and Program review on September 17th.

- Meeting with surrounding schools- JG will be inviting those involved with Program Review at San Bernardino Valley College, Riverside Community College District and Chaffey College to a learning community.
- VPI/PRC meeting topics- JG reported on her meeting with Peter Maphumulo. Discussed faculty empowerment to categorize our own programs through program review as “improvement”, “continue” or “expand”. Discussed the need to develop a definition within the committee for these categories, as well as a definition of a “healthy” program to present to the Senate. The committee will continue this discussion at the next meeting. The

committee will also discuss the fate of the Budget Workshop revision at the next meeting. PW reported that there needs to be clarification regarding on-going vs. augmentation within our processes. Total cost of ownership of initial augmentations need to be considered. How will the items that are approved for augmentation be sustained?

Discussion Items

- Program Review and faculty empowerment- See VPI/PRC above.
- Definition of the “healthy” program, and the implication of the phrase “program improvement” at VVC- See VPI/PRC above.
- Developing committee reports from program review this cycle- JG will manually develop these reports by copy-paste from the different sections of each program review report this year. The approved templates have been sent to the EDIE, but will not be able to be used this year because faculty are already drafting their reports.

Other-

- In-Service on 9/19/14- went well. Roger Wagner presented on servant leadership. Two sessions for shared governance were held. There were discussions regarding committees producing better minutes and also annual reflection reports. The Roger also led the final session of the day to develop a list of things VVC does well and things that need improvement.

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

PRC- Program Review Coordinator

CFIE- Center for Institutional Excellence