College of the Redwoods  
Program Review Committee  
Friday, October 22, 2008  
Minutes

Keith Snow-Flamer, Ruth Rhodes, Roxanne Metz, Dave Bazard, Cindy Hooper, Bill Honsal, Melissa Green, Dave Banducci, Crislyn Parker, Toby Green, Hillary Reed, Michael Richards, Toby Green

Presenting: Justine Shaw, Joe Brookshire; Ana Maria Mease, Sydney Larson, Marci Foster; Michelle Woods, Mike Wells,

Cheryl Tucker, Ahn Fielding,

**ACADEMY of JUSTICE – Mike Wells**

Suggested Revisions:
- Separate the various programs (future reference)
- Budget: Question 10, pg. 7, Item 1  What equipment is needed, approximate cost, and the rational
- Question10, pg. 7, Item 2:  What equipment repairs are needed, approximate costs (analyze repairs from last year)
- Add FTEs for both current and prior year in addition to the narrative (use IR spreadsheet)
- Budget, top pg 4: regarding laptop and monitor needs - complete item 9, check NO box and complete facilities form, if needed for classroom
- Learning Outcomes & Assessment, pg. 8: Complete Student Learning Outcomes. Ok to summarize and reference based on evaluations and standards for POST reports.
- Complete grid for curriculum
- Goals: Include goals (as stated at beginning of presentation: i.e. approvals & certifications needed for fire tech; preliminary discussions with community re fire academy & facilities for fire science program )

**ART - Cindy Hooper**

Suggested Revisions:
- Budget Resources: Change Eureka Action Plan number to 9000 (from 6000)
- Budget: Specific dollar estimates regarding supplies budget
- Budget: Be more specific on staffing – what needs to be done, what is currently being done that exceeds current hours; what exactly are you asking for? Include the example regarding numerous associate faculty evaluations taking up a lot of time.
- Under Equipment & goals - your request for a server. CR doesn’t want faculty maintaining servers; clarify this goal in way that includes IT
- Learning Outcomes & Assessment section: Fill out columns one and two; if assessments have not been completed, leave columns three and four blank.
POLITICAL SCIENCE - Joe Brookshire:
Suggested Revisions:
- Pg. 7, Section 9, Facilities & Classroom Technology: Choose either YES or NO (both boxes are checked)
- Be more specific on what the computer in FM 100 needs (pg 8) including the problem with flash drives
- Add the FTEs for Political Science for the last two or three years, in addition to the narrative
- Reinforce the faculty needs, for example; maybe compare to previous years/instructors when FTEs were higher and why
- Include the need and justification for additional staffing

ANTH/SOC/NAS - Justine
Suggested Revisions:
- Combine FTES by academic year, pg. 3
- Pg 5 Budget Resources; include more detail; for example approximately how much resource is needed to update A/V (and list under equipment Section 10)
- Section 5: Library – include list of resources that should be acquired by library; include approx funding. Be specific
- Detail staff requirements, pg 10; justify
- Section 10, Equipment: Break down big categories (3,000) to smaller categories and amounts
- Learning Outcomes & Assessment Outcomes: Fill out columns one and two; if assessments have not been completed, leave columns three and four blank
- Put aside uncompleted goals; reformat completed goals
- Include as goals, plans that can’t happen until faculty and staff can be acquired

LANGUAGES- Ana Marie Mease
Suggested Revisions:
- Section 6: Student conduct box should be checked YES
- (A discussion of Section 1, regarding the increase of AR students and minors as a problem in Section 1 of program review; should be under communications and goals? Demographics and success by demographics must be across the board)
- Program/Discipline Trends: Section 2, pg 3: in addition to percentages, add FTES and organize argument better
- Try to obtain and include adult student data
- Restate goals: change language to be more specific and goal oriented (not statements of what did not happened)
- Specify whether last years goals were accomplished or not and what are this years goals
- Add as a major goal: creating a language lab
- Learning Outcomes & Assessment grid: Fill out columns one and two; if assessments have not been completed, leave columns three and four blank
- Include new Liberal Arts Degree in Section 1
• Budget: include the information that the Latino film festival is not categorically funded, but funds are searched out; donations from Humboldt area foundation – include; include specifics on where, what, how much, etc.

ECE – Sydney Larson
Suggested revisions:
• Sect 2: Program/Discipline trends: include program numbers for the last two or three years and include FTES
• Budget: be more specific, include dollar amounts, more detail
• Include more detail on staffing needs; what and why
• Redundancy: Section13 Communications Items 1-7 duplicated

ADDITION STUDIES - Marcy Foster
Suggested Revisions:
• Don’t include QIP responses, unless relevant
• Program/Discipline Trends pg 2 and 3: FTES for different years (from spreadsheet Roxanne will assist)
• Budget Resources, Section 4, pg 5 (top-rollover of pg 4) regarding funding/budget: Include more detail, dollars. Be specific.
• LRC: List of what the library should acquire, approximate costs
• Learning Outcomes & Assessment: p9, change wording to “see paragraphs below” (or include the paragraph in grid)

PSYCHOLOGY - Michelle Woods
Suggested Revisions:
• Program/Discipline trends – provide FTES
• The paragraph beginning “There has been a proposed change…” Describe the new area of emphasis under lib arts degree & soc science (ref pg 46 of catalog)
• Budget: more specific with estimated cost and items needed to update video library etc.
• Goals, pg 12: Address and clarify last years goals and achievements; include a separate section for this year’s goals
• Goals pg 12 – the ‘Student Success’ goal: try to make this measurable; to be measurable in the future
• Add crises counseling to student services and goals sections “lack of support” Counseling one item, crises counseling as separate item
• Learning Outcomes & Assessment: Fill out columns one and two; if assessments have not been completed, leave columns three and four blank

MUSIC - Ed Macan
Suggested Revisions:
• Section 1, Changes in Program – include the changes as pertain to the liberal arts degree, courses are emphasis in LA degree
• Budget section: classroom supply budget is not adequate; be more specific
• Learning Outcomes & Assessment – Fill out columns one and two; if assessments have not been completed, leave columns three and four blank
• FTES: in terms of requesting new position include historical data; (Ed used FTES to TLU ration; projected back to determine what output would have been) in position request as narrative
• Include more detail on why classified staffing is inadequate; what need and why

Next meeting 10/31: Summaries

Deadline on revisions: 10/29.

Note: Assessment team is going to meet to discuss the assessment areas not completed/complete-able in many of the program reviews; they are available to help people with this section; give notice to depts., etc. Dave suggested they prepare example(s) to give out.

Future PRC discussions:
  • Email sent from Mike Richards followed up by Cindy & Dave to have FTES more consistent across the board.
  • Add a column to Learning Outcomes & Assessments as to what the expected results are, to compare with what they actually are when obtained.
  • Include a grid into program review document for goals: what, when happening, etc
  • Committee: what exactly does “change” mean in Q #1