Present:

Vinci Peloso, Melissa Green, Dave Bazard, Mike Richards, Keith Snow Flamer, Crislyn Parker – recorder, Ruth DN, Mark Renner, Toby Green, Cindy Hooper, Dave Banducci, Hillary Reed Tony Sartori 9:50am, Roxanne Metz, 10am

Procedure for today’s Program Review Process:
- Each program review presenter will have 2-3 minutes for an overview. Keith will keep on time track and balance the time on specific questions, clarifications and/or general suggestions for revisions
- Re: typos – Presenter will note and correct typos on his/her version of program review
- Major revision suggestions will be included in minutes

**Earth Science/Astronomy:** Presenter: Dave Bazard
Upon completion of the overview and clarifications to the committee, suggested revisions included:
- Budget Resources: explanation and dollar amounts concerning transportation and vans rents
- Linking disciplines goals to strategic plan goals

**Bio, environ science – Dave**
Upon completion of the overview and clarifications to the committee:
- No revisions were suggested.

**Physics & Engineering:** Dave Bazard
Upon completion of the overview and clarifications to the committee:
- No revisions were suggested.

**Chemistry:** Dave Bazard; Tony Sartori
Upon completion of the overview and clarifications to the committee, suggested revisions included:
- Clarifying budget problems, including clearly stating budget impacts on students, and clearly delineating equipment, (chemical) supplies needs and costs
- Complete Item 10 – why available equipment is not adequate
- Goals section – Sharpen goals and/or add the development of chemistry and GE as long range goals develop
Physical Ed/Dance, Health Ed: Joe Hash, Dave Banducci

Dance
Upon completion the overview and clarifications to the committee, suggested revisions included:
- Clearly stating and articulating budget resources
- Complete the equipment repair section
- No goals and plans were stated, but based on committee discussion, it was suggested to add Budget, Growth, possible Del Norte connections to goals and plans
- Communication: Talk about things that overlap into the other Program Review work orders, etc.

PE
Upon completion the overview and clarifications to the committee, suggested revisions included:
- No revisions were suggested

Health Ed
Upon completion the overview and clarifications to the committee, suggested revisions included:
- Faculty development funds coming from grants, not from discretionary college funds and include dollar amounts
- Articulate goals as listed above other program review documents

MATH: Kevin Yokoyama, Dave Arnold
Upon completion of the overview and clarifications to the committee, suggested revisions included:
- Including information on the test project for online student evaluation (offsite) as part of the goals and planning
- Show where goals, planning applies to the strategic plan

Keith:
Discussion of what went well with today’s process, versus what didn’t go so well:
Negative:
- Eliminate philosophical discussions
- no what-if questions
- keep to clarifications only
Positive:
- Generally, the format went well
- Determined that one person delivering multiple program reviews increases pace
Crislyn will be the go-to for the revisions to program reviews

Note: Summary sheets will be a collaboration effort and one will be completed for each program review.

Crislyn will take notes on the summary discussions

General observations:
It was discussed that, historically, most of the program reviews have insufficient budgeting data. There is a need to communicate that program reviews with clearly articulated budgets and needs will have a better chance of moving forward and having action plans approved than those not clearly articulated. Program Review authors will have to wait until the next year or include in their comprehensive review if unable to clarify for the revisions.

Question came up regarding program outcomes: who retains oversight and what happens after gathering the data?

Note for future workshops: Program review (locked form) templates don’t allow spell check. A suggestion is to craft responses, then cut and paste into form.

Question/concern arose on how to deal with PLE & Block grants funds and restricted funds in Budget section. Program Review Committee needs to discuss as a group.

Meeting on 17th cancelled.