REDWOODS COMMUNITY COLLEGE DISTRICT
Meeting of the Program Review Committee
Friday, September 19, 2008, 9:00 a.m.

Minutes

Present:

Keith Snow-Flamer, Dave Bazard, Melissa Green, Mike Richards, Ruby Jager, Cindy Hooper, Hillary Reed, Bill Howard, Toby Green (by phone), Dave Banducci, Vinnie Peloso, Crislyn Parker, Recorder

1.1 Discussion/Approval September 12, 2008 Minutes:
Minutes from September 12 meeting approved with correction(s).
Noted that CPC members will join today’s meeting at 10am to discuss CPC and PRC roles and how each group can help each other.

1.2 Discussion and approval of Division Chair/Director addendum sheet:
It was discussed that the majority of division chairs/program directors already interact in the Program Review Process and that the addendum could cause more problems as it allows chair/directors to comment only on some areas of the program review. The author and division chairs are expected to participate in the clarification interview. One of the Program Review panel’s goals is to move the program review document forward in the best light and so suggest relevant comments or clarifications that should be made in revision. The underlying question is how much should the division chairs change/revise what was written by the program review author. It was agreed that any modifications to the program review process (the addendum) will tabled at this time.

1.3 Timeline/Schedule:
• Noted that Medical Assisting program was not included on the calendar. It was agreed the Medical Assisting will be added to Group A – Comprehensive Reviews, due Spring, 2009.
• Health Occupation programs; Dental Assisting, LVN and Registered programs will remain scheduled for the Fall 2008 Annual Review due dates.
• Keith will revise the PRC schedule for Group I, Annual Updates, to get summarized reviews to CPC on October 13
• Keith will extend CPC committee and subcommittee Program Review schedule.

1.4 Communication – How program reviews are disseminated for PRC review:
Discussion revolved on whether to utilize electronic methods, such as how curriculum uses Blackboard, email or hard copy for program review members for first review and PRC meetings.
• Agreed that an email version to all PRC committee members
• Upon request, Crislyn will print hardcopy for PRC members
• Revisions can be handled mostly in electronic format
• A modified summary sheet, mirroring the new workbook, will be attached to each review, reflecting PRC consensus; Dave Bazard will bring a mock-up to next meeting.
• Printed copy/booklet of finalized review at end of process
• Crislyn will work to merge all components (ie facilities sheets, etc.) into one document for final summarization
1.5 Roles of CPC and PRC information Procession ~ Discussion with CPC members:

- CPC members present: Keith Snow-Flamer, Jose Ramirez, Steve Stratton, Tim Flanagan, Pam Kessler, Roxanne Metz and Martha Davis (CPC is in transition – new operating agreement which changes membership)
- Reviewed the slightly revised integrated planning model, because there were too many unclear “arrows”; processes were not easily understood; budget planning not apparent in original integrated planning model and the ACCJC recommendation was to correct the model to reflect the budget planning aspect
- CPC will operationalize 5 subcommittees and pull from each program review:
  - Facilities Planning
  - Technology
  - Staffing
  - Action Plans
  - Budget Planning
- Current model is an evolution of what was developed and decided upon last year
- The IEC is not part of this model; the charge of IEC to watch over the college as whole and be sure we are meeting accreditation standards

Linking Action Plans and Budgeting:

- Tried to link action plans with Instructional block grants last year, but this was not successful
- It will be the function of the Action Planning and Budget Planning sub-committees to summarize what items folks are asking for and what budget projects
- Budget subcommittee will have two pools of money: Instructional Block Grant funds for the easily identifiable needs & make recommendations of what items should be recommended for inclusion in the college’s budget

Discussion then focused on how many departments and programs were unaware of what their budget actually is and what then is the best way to determine how funds will be allocated –

- Allocations based on established trends and needs
- Educational master plan and future needs based on goals and strategic plans

Discussed establishing a rubric to justify rollover budget

Question: Who is responsible/accountable to make budget determinations? Who is responsible for allocating the existing $25 million for annual budgets and how?

Discussed a need needs to identify/establish a baseline budget, as a start…ie what is needed to run the program based on x-number of students, based on trends, etc.

How does the college track important, but not immediate, items that need to be part of the master plan; the bigger picture

Other items:

- Keith will have rough dates in January/February for establishing the preliminary budget
- Strategic Plan on internal web; planning cycle timeline to meet board guidelines for budget
- CPC flowchart should be more detailed with flow dates and final dates
- Keith will schedule a timeline for the sub-committees
- CPC web is outdated and will be updated when new CPC transition is over.
- Vinnie Peloso is considering being a PRC representative; strong for BSI and reading skills component.