

**FOOTHILL COLLEGE**  
**Program Review Committee (PRC)**  
**Thursday, June 11, 2015**  
**MEETING MINUTES**

**LOCATION:** Room 2019 - Altos Conference Room  
**TIME:** 3:00 PM – 5:00 PM

ITEM	TIME	TOPICS	LEADERS	EXPECTED OUTCOME
1	3:00-3:30	Review Requested Departmental Revisions (1) Language Arts (2) Music – General (3) Geography / GIS (4) Spanish	Andrew LaManque	Action
2	3:30-4:15	Anthropology Department – Presentation & Working Session	Kathryn Maurer Sam Connell	
3	4:15-5:00	Discuss Recommendations to Integrated Planning & Budget (IP&B)	Andrew LaManque	Action

**ATTACHMENTS:**

Item 1: Meeting Minutes – May 7, 2015  
Item 2: Comprehensive Administrative Unit Program Review – LA & LRC  
Item 3: Program Learning Outcome Revisions – Music  
Item 4: Program Review Revisions – Geography / GIS  
Item 5: Spanish Program Remediation Plan  
Item 6: Anthropology Student Survey – Results Summary  
Item 7: Tentative PRC Suggestions for IP&B  
Item 8: Revised PRC Suggestions for IP&B

**ATTENDANCE:**

Simon Pennington, Craig Gawlick, Al Guzman, Cara Miyasaki, Pay Hyland, Andrew LaManque, Elaine Kuo

**GUESTS:**

Justin Schultz, Kathryn Maurer, Sam Connell

**MEETING START:** 3:02 PM

**1. REVIEW REQUESTED DEPARTMENTAL REVISIONS**

Andrew LaManque began the meeting by suggesting the committee take a look at the revised documents submitted by the four departments noted on the agenda (Language Arts, Music, Geography, and Spanish). Due to length of the documents and the quality of feedback expected from all members of the committee, Andrew suggested taking time outside the meeting to review and provide written feedback via email. All committee members agreed with this suggestion. Email feedback would be solicited from PRC members for the following departmental revisions: (A) Language Arts (B) Music (C) Geography.

The Remediation Plan for the Spanish Department was discussed next. Al Guzman pointed out that one of the initial recommendations that was rejected was moving a full time faculty position to De Anza (originally at the suggestion of the Dean). PaRC then modified the recommendation to shift a few classes to De Anza, not an entire faculty position. A Guzman noted that even with the attempts to improve the course load and the FTES counts, there is not a feeling of a timeline or established deadline. Andrew stated that no timeline was set, nor did the department provide any goals or metrics determining success. The group consensus was to ask the Spanish Department to establish a measurable timeline. It was also suggested that a marketing plan be developed and perhaps a survey of students to assess interest.

## **2. ANTHROPOLOGY PRESENTATIONS + WORKING SESSION**

Kathryn Maurer and Sam Connell joined at 3:30PM to discuss the results of their department's student survey as well as suggestions/feedback on how to move forward with Program Review. Kathryn began by stating that all assessment is challenging, specifically in terms of program student learning outcomes because Anthropology does not have a capstone course or courses with a high number of pre-requisites. They noted that they have 100s of students taking the Anthropology courses, but only 9-10 applying for the actual Anthropology degree. They handed out the survey at a student celebration in hopes of soliciting some feedback (as they were rated YELLOW for their comprehensive PR by the PRC; 2013-2014). The goal was to collect some data to assist with their reflections and analyses.

If the survey is useful to the department, that is the most important thing, though there is room for improvement regarding assessment (which many programs struggle with). Possible suggestions brought up by Andrew LaManque and Sam Connell including a pre-post test approach with students enrolled in Anthropology courses (as it is difficult to assess PLOs without the use of an exit exam already integrated into the program requirements). Cara Miyasaki added that making the assessments focus on a specific theme is helpful (as is done in the dental programs).

Kathryn added that it would be helpful to receive feedback and/or suggestions from the departments coded as green by PRC. The committee noted that all the copies of the Program Reviews are available for reference online, but peer mentoring and/or department presentations may be a useful tool.

Andrew added that the department can work with Elaine Kuo to collect transfer information (from the National Student Clearinghouse) for students having taken at least 2-3 Anthropology courses. While not a perfect approach, it can provide additional information.

## **3. PRC SUGGESTIONS FOR IP&B (SUMMER 2015)**

The group discussed the list of suggestions from PRC to PaRC regarding IP&B for the summer 2015 months. Several suggestions were condensed and combined; others were either clarified or removed completely. Following the meeting, Andrew LaManque prepared a revised version of the PRC suggestions (see below):

- Review PRC charge to consider whether PRC should be able to report themes / observations occurring across PRs, the ability to make college-wide recommendations to improve college effectiveness, and to point out duplication of resources / services between programs.
- Review Comprehensive PR prompts with the goal of making the sought after answers easier to arrive at.
  - There was confusion regarding the Core Mission section and perhaps a need to have a separate question for Student Equity.
  - Consider asking departments to include goals related to improving equity.
  - Revamp / streamline the section on CL-SLO and PL-SLO assessment; make it similar to annual template.

- Review the AUO process in terms of what areas should be included or covered.
- Consider whether to shorten the annual program review – perhaps asking only 2-3 questions.
- Review the linkages and continuity between annual and comprehensive program reviews.
- Review the length / extend the Comprehensive Program Review Cycle.

**MEETING ADJOURNED:** 4:55PM