



# PALO VERDE COLLEGE Program Review Committee

## Minutes

January 27, 2015  
11:00 a.m.  
CS 236

### I. Call to Order

Meeting called to order at 11:06 a.m. with the following members in attendance:

Sharron Burgeson	<u>A</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>√</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_  
Recorder: Silvia Lainez

### II. Acceptance of Agenda

Information/Action Items

Agenda for Tuesday, January 27, 2015 was accepted.

### III. Acceptance of the Minutes

Information/Action Items

The minutes from December 16, 2014 meeting were reviewed and accepted.

### IV. New Business

Information/Action Items

- PR Process Planner 2015 was reviewed and it was suggested to skip Defining PVC Program for now. But will be reviewed at a later date.
- Templates will be reviewed and updated on the next meeting.

### V. Old Business

Information/Action Items

### VI. Discussion/Action Item

- Extended Opportunities Program and Services (EOPS Program Review Report

### VII. Adjournment of Meeting

Being no further business, the meeting adjourned at 11:33 a.m.  
Next meeting schedule Tuesday, February 3<sup>rd</sup> at 11:00 in CS 236.



**PALO VERDE COLLEGE  
Program Review Committee**

Minutes

**February 17, 2015  
11:00 a.m.  
CS 236**

**I. Call to Order**

Meeting called to order at 11:06 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>A</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>A</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_

Recorder: Silvia Lainez

**II. Acceptance of Agenda**

Information/Action Items

Agenda for Monday, February 17, 2015 was accepted.

**III. Acceptance of the Minutes**

Information/Action Items

Minutes from February 3<sup>rd</sup> and 9<sup>th</sup> meeting were reviewed and accepted.

**IV. New Business**

Information/Action Items

- a. Non-instructional Templates – Draft SLO Quantitative Data was created for Non-instructional Programs and Operations. Continue discussion on revision on the next meeting.

**V. Old Business**

Information/Action Items

- a. Instructional Template - It was agreed to include all charts from the SLO's Quantitative Data to section #6 of the draft template.

**VI. Discussion/Action Item**

Information/Action Items

- a. Non-Instructional Programs and Operations reports: Viewed as group or individually.

**VII. Adjournment of Meeting**

Being no further business, the meeting adjourned at 12:07 p.m.  
Next meeting schedule Tuesday, February 24, 2015 at 11:00 in CS 236.



# PALO VERDE COLLEGE Program Review Committee

## Minutes

March 3, 2015  
11:00 a.m.  
CS 236

### I. Call to Order

Meeting called to order at 11:05 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>A</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>√</u>	ASG	<u>A</u>

Guest(s): Kevin Eoff  
Recorder: Silvia Lainez

### II. Acceptance of Agenda

Information/Action Items

Agenda for Tuesday, March 3, 2015 were accepted.

### III. Acceptance of the Minutes

Information/Action Items

Minutes from February 17, 2015 meeting were reviewed and accepted.  
No minutes for February 24<sup>th</sup> – meeting was cancelled.

### IV. New Business

Information/Action Items

- a. Proposed Program Review Integrated Planning was reviewed. Some wording and timeline (months) were changed to coincide Program Review Timeline.
- b. Non-Instructional Programs and Operations reports: Viewed as group or individually - Tabled

### V. Old Business

Information/Action Items

- a. Non-instructional Template
- b. Instructional Template

SLO Quantitative Data charts were add to both Instructional and Non-instructional templates. Templates were updated and accepted by the committee.

### VI. Discussion/Action Item

- a. Matrix
- b. Program Report – Guide
- c. Non-Instructional Programs and Operations reports: Viewed as group or individually reports.

## **VII. Adjournment of Meeting**

Being no further business, the meeting adjourned at 12:44 p.m.  
Next meeting schedule Tuesday, March 10, 2015 at 11:00 in CS 236.

*Minutes 03/03/2015*



**PALO VERDE COLLEGE  
Program Review Committee**

Minutes

November 4, 2014  
11:00 a.m.  
CS 209

**I. Call to Order**

Meeting called to order at 11:11 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>A</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>A</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_  
Recorder: Silvia Lainez

**II. Approval of Agenda**

Information/Action Items

Agenda for Tuesday, November 4, 2014

S. Burgeson made a motion to approve the agenda for Nov. 4<sup>th</sup>; D. Taylor seconded the motion. Motion was carried.

It was agreed to conduct Program Review meetings informal.

**III. Approval of Minutes**

Information/Action Items

Minutes from October 21<sup>st</sup> and October 28<sup>th</sup> were reviewed and accepted.

**IV. New Business**

Information/Action Items

Extended Opportunities Program and Services (EOPS) Program Review Report – Tabled  
M. Rivera requested to table the report until further notice.

**V. Old Business**

Information/Action Items

- a. Review Mission, Objectives and procedure Statements – Continue on "Frequency of Program Review"
  - Long discussion regarding defining what a CTE program is.
  - How will the matrix be reorganized?
- b. Matrix: Discussion on departments or programs

c. Updated Program Review Guide including the templates

**VI. Discussion/Action Item**

- a. Research other institutes matrix system/schedule
- b. Review GED courses (matrix)

**VII. Adjournment of Meeting**

Being no further business, the meeting adjourned at 12:06 p.m.



# PALO VERDE COLLEGE Program Review Committee

## Minutes

October 28, 2014

11:00 a.m.

CS 236

### I. Call to Order

Meeting called to order at 11:03 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>A</u>	Denise Taylor	<u>A</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>A</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_

Recorder: Silvia Lainez

### II. Approval of Agenda

Information/Action Items

Agenda for Tuesday, October 28, 2014 – Unapproved.

### III. Approval of Minutes

Information/Action Items

Minutes from October 21, 2014 meeting were tabled.

### IV. New Business

Information/Action Items

- a. No reports were available to review.
- b. Items of discussion:
  - CTE courses and other colleges with CTE courses
  - Creating the matrix - Program, divisions and general ed. courses

### V. Old Business

Information/Action Items

- a. Review Mission, Objectives and procedure Statements – Continue on "Frequency of Program Review" - Tabled
- b. Matrix: Discussion on departments or programs - Tabled
- c. Updated Program Review Guide including the templates -Tabled

### VI. Discussion/Action Item

- a. Creating the matrix and research other institutes schedules.
- b. Accreditation standard for program review reports.

### VII. Adjournment of Meeting

Being no further business, the meeting adjourned at 12.06 p.m.



# PALO VERDE COLLEGE Program Review Committee

## Minutes

October 21, 2014  
11:00 a.m.  
CS 236

### I. Call to Order

Meeting called to order at 11:10 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>√</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_  
Recorder: Silvia Lainez

### II. Approval of Agenda

Information/Action Items

Agenda for Tuesday, October 21, 2014

**S. Burgeson made a motion to approve the agenda of October 21<sup>st</sup>; B. Raman seconded the motion. Motion carried.**

### III. Approval of Minutes

Information/Action Items

Minutes from October 14, 2014 meeting.

**S. Frid made a motion to approve the minutes of October 14<sup>th</sup> meeting; D. Taylor seconded the motion. Motion carried.**

### IV. New Business

Information/Action Items

a. No reports to review

### V. Old Business

Information/Action Items

a. Review Mission, Objectives and procedure Statements:  
Continue to update the guide from Pg. 4 - Resources for Program Review to pg. 5 – Frequency of Program Review. It was agreed to review "Resources for Program Review" and "Frequency of Program Review" after the templates have been completed.

b. Matrix: Discussion on departments or programs: Tabled



c. Updated Program Review Guide including the templates: Tabled

## **VI. Discussion/Action Item**

- Update on the pending program review reports for CDC, EOPS and Needles.
- Research Ed. Code 78016.... provided at time of request ☺

## **VII. Adjournment of Meeting**

**S. Hancock made a motion to adjourn the meeting at 12:16 p.m.; S. Burgeson seconded the motion. Motion carried.**



**PALO VERDE COLLEGE  
Program Review Committee**

Minutes

October 14, 2014  
11:00 a.m.  
CS 236

**I. Call to Order**

Meeting called to order at 11:09 a.m. with the following members in attendance:

Sharron Burgeson	<u>A</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>A</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>A</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_  
Recorder: Silvia Lainez

**II. Approval of Agenda**

Information/Action Items

Agenda for Tuesday, October 14, 2014

**S. Frid made a motion to approve Oct. 14<sup>th</sup> agenda; D. Taylor seconded the motion. Motion carried.**

**III. Approval of Minutes**

Information/Action Items

Minutes from October 07, 2014 meeting.

**S. Frid made a motion to approve Oct. 7<sup>th</sup> minutes; S. Hancock seconded the motion. Motion carried.**

**IV. New Business**

Information/Action Items

**V. Old Business**

Information/Action Items

- a. Review Mission, Objectives and procedure Statements: Continue to update the guide from Objectives on pg. 3 and finished section of PRC Responsibilities on pg. 4. For the next meeting start on pg. 4-Steps in Completing Program Review.
- b. Matrix: Discussion on departments or programs: Tabled
- c. Updated Program Review Guide including the templates: Tabled

## **VI. Discussion/Action Item**

## **VII. Adjournment of Meeting**

Being no further business, the meeting adjourned at 12:00 p.m. No motion due to the lack of members.



# PALO VERDE COLLEGE Program Review Committee

## Minutes

October 7, 2014  
11:00 a.m.  
CS 236

### I. Call to Order

Meeting called to order at 11:05 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>√</u>	ASG	<u>A</u>

Guest(s): \_\_\_\_\_  
Recorder: Silvia Lainez

### II. Approval of Agenda

Information/Action Items

Agenda for Tuesday, October 7, 2014

**S. Frid made a motion to approve the October 7<sup>th</sup> agenda; S. Burgeson seconded the motion. Motion carried.**

### III. Approval of Minutes

Information/Action Items

Minutes from September 30, 2014 meeting.

**S. Frid made a motion to approve the September 30<sup>th</sup> minutes; S. Burgeson seconded the motion. Motion carried.**

### IV. New Business

Information/Action Items

### V. Old Business

Information/Action Items

- a. Review Mission Statement, Objectives and procedure Statements:
  - Questions regarding why the mission statement was not included in previous reports.
  - Review how reports get processed from the initiator to the Board, and how such findings later are analyzed.
  - Discussion why the Executive Summary was dropped from the reports.
  - College Council's role on reviewing Program Review Committee's evaluations of the reports.
  - The report templates need to be clearer regarding the items that are being expected on the reports.

- b. Matrix: Discussion on departments or programs: Tabled
- c. Updated Program Review Guide including the templates: Tabled

**VI. Discussion/Action Item**

**VII. Adjournment of Meeting**

Next meeting will be held October 14<sup>th</sup> at 11:00 a.m. in CS 236.

**S. Frid made a motion to adjourn the meeting at 12:38 p.m.; B. Thieboux seconded the motion. Motion carried.**



**PALO VERDE COLLEGE  
Program Review Committee**

*Minutes*

**September 30, 2014  
11:00 a.m.  
CS 236**

**I. Call to Order**

Meeting called to order at 11:05 a.m. with the following members in attendance:

Sharron Burgeson	<u>√</u>	Sean Hancock	<u>√</u>	Denise Taylor	<u>√</u>
Alexander Danson	<u>√</u>	Silvia Lainez	<u>√</u>	Brian Thieboux	<u>√</u>
Sarah Frid	<u>√</u>	Biju Raman	<u>√</u>	ASG	<u>A</u>

Guest(s): Maria Rivera  
Recorder: Silvia Lainez

**II. Approval of Agenda** Information/Action Items

Agenda for Tuesday, September 30, 2014

**S. Burgeson made a motion to approve September 30, 2014 agenda; S. Frid seconded the motion. Motion carried.**

**III. Approval of Minutes** Information/Action Items

Minutes from September 23, 2014 meeting.

**S. Burgeson made a motion to approve the Sept. 23<sup>rd</sup> minutes; S. Frid seconded the motion. Motion carried.**

**IV. New Business** Information/Action Items

- a. Full Review Non-Instructional Reports:
  1. Continue Reviewing - Extended Opportunities Programs and Services (EOPS)  
The EOPS PR report was viewed and send back with suggestions and recommendations.

**V. Old Business** Information/Action Items

- a. Review Mission, Objectives and procedure Statements
- b. Updated Program Review Guide including the templates
- c. Matrix: Discussion on departments or programs

**VI. Discussion/Action Item**

- a. Data collection and distribution – S. Frid mentioned that data collection and distribution has been changed to SLO data. All other data requests will come from B. Thieboux or R. Egan. It was agreed that how data is presented in the report should be consistent.
- b. Superintendent PR report and Sociology – Reports will not be asked for until the matrix has been reviewed.

## **VII. Adjournment of Meeting**

Being no further business, the meeting adjourned at 12:26 p.m.

**S. Hancock made a motion to adjourn the meeting; S. Frid seconded the motion. Motion carried.**