



Academic Program Review Committee

Minutes

November 25, 2019

Room 902 Conference Room

2:30 pm – 4:00 pm

1. Call to order	Coordinator Ferdinanda Florence called the meeting to order at 2:35 p.m.
2. Roll Call	<p>Committee Members: Ferdinanda Florence (Coordinator), Nick Cittadino (Counseling), Curtiss Brown (Health Science), Chris McBride (Liberal Arts), Dmitriy Zhiv (Math & Science), Rachel Purdie (Social & Behavioral Science)</p> <p>Absent: Vacant Position (Library); Kevin Spoelstra (Applied Technology & Business); Ex Officio: Sandy Lamba (Dean, Social & Behavioral Science)</p>
3. Agenda approval	Nick Cittadino motioned to approve the agenda of November 25, 2019. It was seconded by Dmitriy Zhiv. The motion passed unanimously.
4. Approval of Minutes	Curtiss Brown motioned to approve the minutes of October 28, 2019. The motion was seconded by Chris McBride. The motion passed unanimously.
5. Comments from the Public	There were no comments from the public.
6. Coordinator Update and Discussion/Information Items	<p>6.1 Presentation to Senate</p> <p>The Coordinator presented the revised Student Survey to the Senate on November 18, 2019, explaining the rationale for changes. There were no questions posed by Senators; the survey will be placed on the Senate’s December 2, 2019 agenda for a vote.</p> <p>6.2 Presentation to School of Health Sciences</p> <p>The Coordinator attended the first hour of the School of Health Science’s meeting on November 15, 2019. In the first portion of the meeting, the Dean was discussing the District’s proposed 2% cuts to the number of sections, in response to changes in the statewide community college funding formula. The Coordinator advised faculty to use Program Review as a means of asserting agency in the reduction process, using data to make strategic decisions that will benefit students. Faculty were shown as sample of the survey, to be administered to students by the end of the Spring 2020 semester. Faculty were also shown the eLumen test site, along with a sample PDF showing the kind of general and specific data that will be made available for faculty analysis. Health Sciences faculty confirmed the number of program reports to be submitted, and organized working groups to take responsibility for each report.</p>

6.3 Technical aspects of eLumen that may impact Template instructions

The Coordinator noted that eLumen’s Program Review (“initiative”) module features two folder icons; a blue folder icon appears in the upper right corner of each section, and allows users to upload and download files in an organized fashion (with folders and subfolders). A black folder icon appears in each subsection, but only allows users to upload image files; by clicking on a picture icon, users can access the black file, find the image they just uploaded, and insert it directly into the text field below. Unlike files in the blue, section-level folders, these inserted images will print in the finalized report; however, they cannot be organized in the folders. All uploaded images to the black folders appear in a single, massive image bank, presenting users with virtually indistinguishable, hard-to-see thumbnail images. For this reason, instructions in the report must direct users to the blue folder in the upper right corner of the section, rather than to the more numerous and conveniently-placed black folders, which are essentially misleading and useless.

Further, eLumen does not feature an “attachment” option, so instructions must direct users to upload relevant documents (for example, minutes from CTE advisory board meetings) to the blue folder. The Coordinator will create subfolders so that users will be able to “follow the breadcrumbs” to upload documents in the proper area.

6.4 Program Review Template finalization

Committee members completed their discussion of the Program Review Template for use by the School of Health Sciences in 2020. The template will be presented to the Senate on December 2, 2019, which is the final meeting of the semester. Once Senators have the opportunity to discuss the template, they may vote on its approval at their first meeting of the Spring 2020 semester.

7. Action Items

7.1 Vote on modified Standardized Student Survey for Senate review; Dmitriy Zhiv motioned to approve the survey, as presented to the Senate. The motion was seconded by Rachel Purdie. The motion passed unanimously.

7.2 Vote on Program Review Template for use by School of Health Sciences; Nick Cittadino motioned to approve the template, to be presented to the Senate. The motion was seconded by Dmitriy Zhiv. The motion passed unanimously.

8. Upcoming Items

8.1 Committee Goals and Objectives mid-year review.

9. Adjournment

Dmitriy Zhiv called the meeting to adjourn. The motion was seconded by Chris McBride. The meeting adjourned at 3:50 p.m.

ALL MEETINGS WILL BE HELD FROM 2:30 AM-4:00 PM IN ROOM 902 UNLESS OTHERWISE NOTED

December 9, 2019