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PROGRAM REVIEW

TO: Members of the Program Review Advisory Committee

FROM: Miriam Tolson, Program Assistant

DATE: April 14, 2017

SUBJECT: **April 4, 2017 Minutes of IPR Meeting**

In attendance at the meeting were:

Angela Conley, Co-Chair
Dr. Kristi Blackburn
Jan Connal
David Fabish
Mark Fronke
Kathy Hogue
Ernest Lew
Sergio Macias
Stephanie Murguia
Sunday Obazuaye
Mark Olague
Dr. Patricia Robbins Smith
Graciela Vasquez

Absent

Gerardo Estrada
Stephanie Rosenblatt Co-Chair

Guests:

Chris Sugiyama
Gloria Morales
Colleen McKinley
Monica Lopez
Jeffrey Bradbury
Kimberly Rosenfeld

1. **Introductions** – Teacher TRAC department introduced themselves to the committee.
2. **Auto Collision Visitation** – The Auto Collision department was not able to be present for their visitation. The Co-Chairs will follow-up and reschedule. Sergio Macias, liaison received the final draft to date. He will follow-up to see if the recommended changes were revised.

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3. **Teacher TRAC Department Visitation** - The Department Chair presented their goals and SWOT analysis. There was a Motion by Mark Olague to approve the review, Seconded by Jan Connal. The committee unanimously approved the review.
4. **Approval of Minutes 02-07-17 and 2-21-17** – There was a Motion by Mark Fronke to approve the minutes Of 2-7-17, Seconded by Jan Connal. The committee unanimously approved the minutes pending updates to the attendance roster. There were two abstentions by Patricia Robbins Smith and David Fabish. There was a Motion by David Fabish to approve the minutes of 2-21-17, Seconded by Mark Fronke. There were three abstentions by Kathy Hogue, Sergio Macias and Stephanie Murguia. The committee unanimously approved the minutes pending updates to the attendance roster on 2-2-17.
5. **Review of Programs Updates 2016-17** – Auto Collision and Adult Education are the next departments scheduled for the 4-18-17 meeting. The liaisons are awaiting feedback for the Adult Education department. Business Administration sub-committee will meet following the meeting today. The English department is on schedule.
6. **Review of Programs Updates 2017-18** – Angie requested an update of the list of Programs that have submitted their Planning Forms to Miriam by the March 31 due date. Miriam will submit the status to Angie and Stephanie. There was a brief discussion regarding the liaison list assignments. Angie Conley will resend the list to the committee as well as a reminder to the departments introducing the liaisons. The list has also been posted on the Program Review website.
7. **Items from the Floor** – There were no items to report.

Next Meeting Scheduled for
Tuesday, April 18, 2017
3:00 P.M.
SS 141

Teacher TRAC Department

Collen McKinley, Director of Educational Partnerships and Programs discussed the Goals and SWOT analysis and activities for the Teacher TRAC department. The department continues to be successful. Some of the goals that the department discussed are as follows: The department has partnered with (IERP) Institution Effectiveness Research and Planning to develop a data tracking strategy to increase access to data about students participating and inform decision making for recruitment and improvement. The department also discussed grant funding, to provide internships.

Chris Sugiyama and Kimberly Rosenfeld discussed the complexity of the department and the inception approximately 18 years ago. The department had a thorough discussion regarding the changes within the department with the vacancy of a key role instructor with the K-12 experience. There are many areas involved in the possible reorganization of the department. The department discussed stabilizing the Teacher TRAC program and working with Administration regarding the feasibility of moving the

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EPP department under the EPP Director and making this a division and establishing the faculty and staffing needs necessary.

The department did consult with Dr. Fierro and there was discussion that the Leadership will be involved.

The department noted the benefit of having Colleen's experience and extensive contacts from K-12, which was a great advantage to the department. The department is unique and has done a great job of staying on track. The department would like the control of the program where currently they lack that ability since the faculty departments are not directly under their area.

The department shared areas of improvement and goals to increase student participation such as student clubs, faculty workshops, and outreach to students and partnerships, grants, advisory boards, curriculum, revisiting partnerships with some CSU's, adding additional courses that will articulate with universities, and exploring varying possibilities.

The department commended Sue Parsons on achieving institutionalizing many of the funding under grant funding.

The visitation concluded with questions and answers.