April 3, 2018

Members Present: Andria Arreola, Tonie Badillo, Richard Bahena, Rebekah Bell, Arnoldo Canales, Linda Chamblin, Marta de la Fuente, Jan Eveler, Elvira Fernandez, Veronica Gonzalez, Arthur Hernandez, Dale Hougham, Yvette Huerta, Cynthia Jabalie, Dr. Cassandra La Chica-Chavez (She sent a Proxy: Ruben Gallegos), Rosa Loya, Gail Meagher, Rachel Ortega, Lee Rathbun, Antonio Rodarte, Eduardo Rodriguez-Trevizo, Dr. Sergio Saenz-Rivera, Barbara Salazar, Dr. Ron Stroud

Absent: Abel Dominguez, Argelia Duarte, Roberto Santos, Steve Smith, Laura Tellez

Guest: Angeles Vazquez, Institutional Research Representative

The Institutional Effectiveness staff distributed the Program Review Report.

The meeting started at 3:02 p.m.

All the members present introduced themselves.

Dr. Ron Stroud gave a presentation:

How the report is made
The sections that it consists of
From whom we received the data
Explained College Procedure 2.03.01.18 Program Review and the Indicators

The following programs are under review:

Anthropology/Geography
Court Reporting
Dance
English as a Second Language
Foreign Languages
Hospitality Operations

Dale Hougham (Resource member) explained what the committee does; he talked about the enrollment.

Angeles Vazquez, Manager, Institutional Research, explained that some of the data comes from the State and from surveys.

Gail Meagher requested more data for Vocational Nursing, and Lee Rathbun will be sending her the data.

The committee voted and selected the following as:

Chair: Dr. Sergio Saenz-Rivera, Instructor, Government
Chair-elect: Mr. Richard Bahena, Instructor, Fire Technology
Secretary: Ms. Rebekah Bell, Instructor, Speech

The meeting ended at 4:25 p.m.
April 17, 2018

**Members Present:** Andria Arreola, Richard Bahena, Rebekah Bell, Arnoldo Canales, Linda Chamblin, Argelia Duarte, Jan Eveler, Elvira Fernandez, Veronica Gonzalez, Dale Hougham, Yvette Huerta, Cynthia Jabalie, Gail Meagher, Rachel Ortega, Lee Rathbun, Antonio Rodarte, Dr. Sergio Saenz-Rivera, Barbara Salazar, Roberto Santos, Dr. Ron Stroud, Laura Tellez

**Members Absent:** Tonie Badillo (She sent a Proxy form with Jan Eveler.), Marta de la Fuente, Abel Dominguez, Arthur Hernandez, Dr. Cassandra La Chica-Chavez, Rosa Loya, Eduardo Rodriguez-Trevizo, Steve Smith

The meeting started at 2:30 p.m.

Dr. Sergio Saenz-Rivera gave a brief presentation of the Program Review Committee.

The minutes for the April 3, 2018 were approved.

First motion was made by Mr. Richard Bahena.
Second motion was made by Barbara Salazar.

Lee Rathbun gave Gail Meagher the data that she requested about Vocational Nursing.

Dale Hougham explained to the committee data is provided through banner.

The following programs are under review:

**English as a Second Language: 2:30 P.M.**

This presentation started at 2:46 p.m.

Dean Joshua Villalobos (MDP) attended in lieu of Dean Susana Rodarte.
Prof. Janine Rudnick (RG) is the District-wide Coordinator.

<table>
<thead>
<tr>
<th>Tracy Von Maluski</th>
<th>MDP</th>
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<tr>
<td>Normina Wolff-Porras</td>
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<td>David Moody</td>
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<td>Andrea Rico-Elizondo</td>
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<td>Dr. Carina Ramirez</td>
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<td>Dr. Gertrud Muro</td>
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They showed a Power Point presentation

Janine Rudnick started the presentation saying that they already knew that their program was going to be under review.

David Moody explained the difference between Developmental English and ESL students; he is more concerned about the students; he mentioned that ESL is not in the College Catalog (they already contacted the Curriculum Office).

Janine Rudnick talked about TSI and about the ACCUPLACER ESL; they have met with Dr. Cassandra LaChica-Chavez and with Robert Garcia.

Tracy Von Maluski gave more information about TSI.

They are recruiting students, and have helped students to read and write. They asked the members of the Program Review Committee that are faculty and that have students that are having trouble to send them to the ESL Labs.

English as a Second Language is only offered at MDP, RG and VV.

**The committee decided the program is Viable.**

The quorum was met. Yes 14
Committee recommendations:

They need time to set things in place
Increase enrollment 5%
Recruit students
Asked them to collect data
Measurable data
NCDO
Two semesters of data
To create more classes
Contact Lucia Rodriguez about equity
Train counselors
Use Early Alert
Faculty Development

**Hospitality Operations 3:30 P.M.**

This presentation started at 4:27 p.m.

This is a new program.

Dean Richard Webb (TM)
Prof. Linda Cropper (ASC), District-wide Coordinator

They don’t have online classes.

Richard Webb gave Dr. Sergio Saenz-Rivera a Data Discrepancy Form for Class Fill Rate; the report has 46.9% and Mr. Webb did his own calculations, and his result was 65.7%, he got this result from the class rosters and which included the independent studies. Lee Rathbun will work with Mr. Webb.

Culinary Arts and Hospitality Operations overlap.

They have 2 blocks of 8 weeks classes.

It will take them from 1 year to two years to increase their enrollment.

Culinary Arts has 46 graduates, and Hospitality Operations has 55 students.

Hotels send their employees to take Hospitality Operations and Travel and Tourism classes at EPCC.

Linda Cropper has a part-time lab assistant that does the recruitment; they go to middle schools and high schools and talked about the programs: Hospitality Operations, Culinary Arts, Massage Therapy, Cosmetology, Nail Technology and Travel and Tourism.

Last year they recruited 200 students.

Linda Cropper does flexible class (morning and night) schedules and independent studies.

Dale Hougham and Lee Rathbun mentioned that the data are based on the census date.

Some students have two degrees Hospitality Operations and Travel and Tourism.

**The committee decided the program is Viable.**

The quorum was met. Yes 14

Committee recommendations:

Provide two semesters of data
Increase enrollment 5%
Recruit students
Check with the Curriculum Office about OSEA after Dacum
Self-advocate
Work with schools and industries
Target specifically in both programs

The meeting ended at 5:28 p.m.
April 26, 2018

Members Present: Andria Arreola, Richard Bahena, Rebekah Bell, Arnoldo Canales, Linda Chamblin, Marta de la Fuente, Jan Eveler, Veronica Gonzalez, Dale Hougham, Yvette Huerta, Cynthia Jabalie, Dr. Cassandra La Chica-Chavez, Rosa Loya, Gail Meagher, Rachel Ortega, Lee Rathbun, Antonio Rodarte, Eduardo Rodriguez-Trevizo, Dr. Sergio Saenz-Rivera, Barbara Salazar, Dr. Ron Stroud, Laura Tellez

Absent: Tonie Badillo, Abel Dominguez, Argelia Duarte, Elvira Fernandez, Arthur Hernandez, Roberto Santos, Steve Smith

The meeting started at 2:30 p.m.

Dr. Sergio Saenz-Rivera called the meeting to order at 2:30 p.m.; he said that he had received an email from Janine Rudnick thanking the committee for its review of English as a Second Language; after May 1, 2018, Dr. Saenz-Rivera will send a memo to the committee.

The minutes for the April 17, 2018 meeting were approved.

Motion was made by Rebekah Bell

The following programs are under review:

Court Reporting: 2:30 P.M.

This presentation started at 2:38 p.m.

Presenters:

Dr. Lydia Tena, Lucretia Thomas, Camila Madrid

They did a power point presentation.

A Court Reporting packet was distributed to all present members.

Dr. Lydia Tena started the presentation by saying that the Class Fill Rate in 2017-2018 is 32.8 %

On-line classes started in 2015; on-line courses are 60 hours (18 courses); right now they have a total of 55 students.

In order to pass the courses the students had to have a speed of 225 words per minute; they have to score 95 or better. They test their student twice a week and for licensure every 3 months.

Since Lucretia Thomas started in 2005, the program has produced 18 Court Reporters.

The students that graduate from Court Reporting can also be captioners, medical transcripts, card provider etc.

They have an internship.

The more they practice the better they get.

Associate degree is 2 years.

They are recruiting in high schools and at EPCC Job Fairs.

Some students are also recruiting.

They put flyers in the Court house to promote their program.

Financial Aid covers all of the classes that the program has.
The paid rate for a Court Reporter is $70,000 to $90,000.

They get paid extra to transcribe; they charge by page.

The presenters discussed the benefits that the Court Reporters have. (Ex. A court cannot start without a judge or a court reporter).

Lucretia Thomas encourages the students to go for the Associate degree.

**The committee decided the program is Viable.**

The quorum was met. Yes 11

Committee recommendations:

Dale Houghman recommended that they keep track of their students

Self-tracking
Make contact with students after they graduate (ex. e-mail)
Collect the surveys before graduation on 3 x 5 cards
Mentor students for certification
To rename the 1-year certificate to Transcription and the Associate Degree Court Reporting
Do more recruiting throughout the state
Focus on the yellow and red indicators of the Program Review Report
2 semesters of measurable data
5% increase in enrollment
Track students after graduation to see in where they are working

**Anthropology/Geography 3:30 P.M.**

This presentation started at 4:15 p.m.

Presenters: Susana Rodarte, Thomas Myers

They submitted a Program Review Discrepancy Form

They distributed a packet.

Classes are only offered at the Valle Verde Campus.

They have face-to-face classes and on-line.

Geography is a class that is required at UTEP.

This class is a requirement to graduate.

91% of students take this class.

They want to eliminate Cultural Anthropology; the students have 6 other choices to select from.

They are talking to other disciplines (ex. Geology to implement Geography 1301).

They are recruiting; every semester their adjunct faculty do a flyer to promote Anthropology and Geography classes.

Susana Rodarte will provide the flyer to the committee members.

They had more on-line classes 2 or 3 semester ago.

Thomas Myers is the only full-time instructor, and he is also in charge of the SLO’s

They have a part-time instructor that recruits students at the high schools.
They have a request on Dual Credit.

**The committee decided the program is Not Viable.**

The quorum was met. Yes 3 No 10

Committee recommendations:

Failure of previous recommendations.

Viability enrollment is not sustainable.

Dale Hougham asked Lee Rathbun to send him a spreadsheet like Doug Schirmer used to do.

The meeting ended at 5:30 p.m.
May 1, 2018

**Members Present:** Andria Arreola, Richard Bahena, Rebekah Bell, Arnoldo Canales, Linda Chamblin, Marta de la Fuente, Argelia Duarte, Jan Eveler, Elvira Fernandez, Veronica Gonzalez, Dale Hougham, Yvette Huerta, Cynthia Jabalie, Dr. Cassandra La Chica-Chavez, Rosa Loya, Gail Meagher, Rachel Ortega, Lee Rathbun, Antonio Rodarte, Eduardo Rodriguez-Trevizo, Dr. Sergio Saenz-Rivera, Barbara Salazar, Dr. Ron Stroud

**ABSENT:** Tonie Badillo, Abel Dominguez, Arthur Hernandez, Roberto Santos (He left, saying that he had class at this time.), Steve Smith, Laura Tellez

The meeting started at 2:32 p.m.

The minutes for the April 26, 2018 meeting were approved; the following need to be marked present: Marta de la Fuente and Rosa Loya.

Motion was made by:
1. Richard Bahena to approve the minutes with corrections
2. Marta de la Fuente

Dr. Sergio Saenz-Rivera mentioned that there is going to be a Program Review workshop on August 21, 2018: the topic is Equity.

Lee Rathbun distributed spreadsheets for Dance and Foreign Languages.

Roberto Santos gave Ron a Proxy Form.

The following programs are under review:

**Dance: 2:30 P.M.**

This presentation started at 2:45 p.m.

**Presenters:**

Mr. Blayne Primozich, Dean of Communications and Performing Arts -- Valle Verde Campus, Ms. Christina Mitchell, Instructor, who is leaving the College, Ms. Sara Jackiewicz is the new Coordinator; Dr. Sergio Saenz-Rivera explained the process of the Program Review Committee, Sara Jackiewicz distributed a Dance packet. She showed the committee some pictures, Sara asked all the present members to stand up and do an exercise activity.

She started by explaining the enrollment and the class fill rate.

Dance is a one-hour credit course.

They are offering classes on more campuses.

They outreach to high schools. They just created an Instagram account, and they are on Facebook. They have a promotional video and a commercial. They need more adjunct faculty. Online sections are bigger. They will be able to offer more classes when the new building (academic building) at the Valle Verde Campus opens. They have a maximum of 12 students with a floor of 1,200 square feet. Sara does instructional videos. They advertise the Dance program; they do posters. They do workshops every week, concerts, and community activities.

They recently had a fundraiser, and they collected $400.

The program needs more male dancers.

They work together with the music department to do shows.

They created a ballet.
The brochure they have is updated periodically.

They focus on high schools: Burges, Bowie, Americas, El Paso.

The program has only two full-time instructors.

Blayne Primozich explained the enrollment.

Dual credit is not reflected in the report.

Mr. Dale Houghman said that 18 is the max for concurrent students; he asked what was the maximum strength of the program, and Sara Jakiewicz answered “the students”; the weakness is that they are losing a full-time instructor. The strongest thing is the class Dance Appreciation; also they focus on the students.

Rebekah Bell mentioned that the program should go to Dance Studios to recruit students.

The committee decided the program is Viable.

The quorum was met. Yes 18

Committee recommendations:

- 5% increase in enrollment
- Focus on more high schools
- Track students
- More advertising, go with the Marketing Department
- Do Dance competitions at EPCC
- Coach the students
- Hire a part-time instructor
- Reach out for students locally

Foreign Languages 3:30 P.M.

This presentation started at 3:56 p.m.

Presenters:

Ms. Jan Eveler, Dean of Arts, Communications and Social Sciences - Transmountain Campus, Dr. Fidel de Leon, Instructor, Dr. Carolina Richardson, Instructor, Mr. Blayne Primozich, Dean of Communications and Performing Arts – Valle Verde Campus, Jan Eveler started with the power point presentation.

Spanish is taught at all campuses.

They just hired a Full-time instructor.

The first class made at Fort Bliss did not fill.

Dr. Fidel de Leon said that 1401 and 1402 are prerequisites; students can also do the placement test.

They have flyers posted at bulletin boards, classrooms, and at the Counseling departments; these flyers are also available at Fort Bliss.
Carolina Richardson has gone to UTEP to promote the program, they have done this for 2 years.

They have a good relationship with the 4-year partners.

UTEP requires 2 semesters of Foreign Languages.

They attended the district-wide meeting.

With their program, the students learned to pronounce correctly.

Blayne Primoziich has been talking with Sandra Lujan and Celina Gomez to create more prerequisite blocks.

They are always thinking about the students.

**Strengths:**

These courses are transferable.

They have flexible class schedules.

Carolina Richardson started a film series

**Weaknesses:**

The number of sections offered.

**The committee decided the program is Viable.**

The quorum was met. Yes 16

They met previous recommendations.

Committee recommendations:

- Enrollment management
- Outreach
- Marketable skills: Spanish for the workers.
- Identified programs that require Foreign Languages.
- Work with the Curriculum Office to create Spanish for businesses; create a pathway 2 years
- Create the program as an elective option.
- 5% increase in enrollment
- Years of measurable data
- Dr. Myshie Pagel is working on a linguistic course.
- Develop a course for businesses.
- Offer online courses throughout the State.

Blayne Primoziich asked the committee for a letter so that they could go to work with the Curriculum Office.

Cynthia Jabalie gave a Proxy form to Richard Bahena; she left at 3:34 p.m.

Meeting ended at 5:50 p.m.
“The committee did not meet during the 2016-2017 academic year.”
April 21, 2016

Members Present: Cynthia Aguilar, Alvaro Arvizo, Richard Bahena, Barry Bogle, Arnoldo Canales, Argelia Duarte, Margo Endlich, Cynthia Gamez, Veronica Gonzalez, Alvino Hernandez, Cassandra Lachica-Chavez, Gail Meagher, Patricia Montes, Rachel Ortega, Antonio Rodarte, Douglas Schirmer, Raul Serna, Christian Servin, Ron Stroud, Manuel Torres

Call to Order: Meeting called to order at 1:10 p.m. by committee chair R. Bahena

Old Business:

New Business:

Agenda was distributed to members and Chair announced committee would be reviewing 3 programs; Theater, Dance and Language Institute

Chair announced need for a co-chair; Veronica Gonzalez volunteered to take post; vote was unanimous for her to assume position

Cynthia Aguilar volunteered as secretary and vote was unanimous for her

Chair announced training for new members to be held August 2016 during Faculty Development Week

There was a review of the committees schedule with meeting announced for 04/25/16 and 05/04/16

Chair and Dr. Stroud had discussion on committee rules and protocols for presentations by program representatives done; Stroud said these were done at discretion of chair

Dr. Stroud discussed committee and report distributed was the 13th; he also discussed use of the report and its use by administration; recommendations coming from committee taken seriously and weighted heavily when programs were being considered; purpose is to assure programs are meeting or not meeting standards

Stroud explained data is historical and not extending beyond August 31, 2015 and represents end of academic year; there is no data for “futures”; “Quality” and “Viability” components of report explained and to be kept in mind when program representatives making their presentations

Program Review (2 p.m.): Language Institute

Presenters: Dean Claude Mathis, Monica Kapadia, Lucy Flores

Dean Mathis made opening statements acknowledging prior appearances before committee and program showing improvements

L. Flores explained many students not looking for “end program” results, only to improve language skills; problems existed with “Fast Track” students who would drop the 1st part and not progress onto 2nd part, creating problems with the report; she explained how some students needed a certificate for admissions into credit programs but many do not

Mathis explained the use of tokens and how enrollment was stronger in the fall and strategies were being looked at to meet performance expectations; he said in some cases demand can create more sections being opened
Flores talked about enrollment trends; processing the I-20 forms changed and many students would have enrolled but did not because of time changes for being in country; they wanted to work to help students get visas.

Mathis reported Fast Track Program students after level 3 had low performance scores on the Test of English as a Foreign Language (TOEFL) of 45%; these students would not complete through level 6 before testing; he pointed out UTEP uses a performance requirement of 61%; when Fast Track students complete levels 1-6 or ESL they perform well on TOEFL but when Fast Track complete less than 6 levels of the program performance drops; he pointed out institutions are allowed to set their own rates and EPCC has opted for a low performance rate.

Dean Meagher asked were the motivations for students to enter the program

Mathis responded some were personal and not academic, wanting to improve language skills to enter the job market.

Flores reported working with Admissions to recruit from schools, Shelter for Battered Women and trucking companies who hire non-English speaking drivers; seeking help from Project Arriba in the form of scholarships and getting free ads in area newspapers to expand client base.

Flores explained how state reimbursement has gone down so recruitment and retention has become important to improve revenue sufficiency; she explained how recommendations from 2014-2015 are being followed; they are not waiting for their numbers to go up on their own but are recruiting members themselves; they are performing close monitoring of attendance.

Mathis reported some schedules were unpopular like the Monday-Thursday classes meeting from 6-10 p.m. but other efforts drew in larger number of enrollees.

Chair asked representatives to leave room while committee discussed program.

Chair posed the question: Is this program viable?

C. Gamez said the 45% performance level is not creating a viable program and should be raised to 60%

D. Schirmer said fill rates have gone up and the situation is made more complex by the number of components in program including Conversational, Fast Track and Intensive making it unique.

C. Lachica-Chavez said using improved scheduling has allowed students to be admitted under modified conditions.

General discussion about revenue sufficiency including staff member increases and costs associated with use of portable buildings and renovation costs.

C. Servin explained a lot of money used for classroom improvements.

There was a unanimous vote the program was VIABLE.

RECOMMENDATIONS:

1. Program representatives are to work closely with Registrars to implement increase of performance standards to 61% (implemented by Fall 2018)

2. Recruit local non-international students with language needs

3. Explore marketing to Workforce Development Programs in the area

4. Reestablish night classes

C. Gamez made a motion on the four recommendations; this was seconded by V. Gonzalez and the vote by committee was unanimous.

Language representatives were invited back into the room and presented with the decision and recommendations.

Program Review (3:20 p.m.): Dance
Presenters: Dean Claude Mathis, Christina Mitchell

Mathis gave background information about Fine Arts development at EPCC and creation of curriculum and degree plan; it became a program in 2004; it was a new situation dealing with Program Review resulting from changes from the Coordinating Board

C. Mitchell provided a power point presentation about the application including impacts on cultural sensitivity, community and self-worth

Program includes ballet, modern dance and jazz with instruction anatomy, phrasing, expression and historical context; creation is an important component fostering interpersonal skills, inventiveness, questioning and critical thinking

The program gives 2 annual dance concerts, performed at the American College Dance Festival, various college events and community classes

Enrollment has dropped because Modern I, Jazz I and Ballet I were taken out of core; Dance Appreciation is still core; it is no longer possible to recruit majors for technique classes

Strategies include more recruiting in area high schools, have high school dance days, hold dance major meetings at start and end of semester, increase visibility on campus and create an EPCC Dance website

There was a problem when the previous coordinator left and the SLO data was lost; they are in the process of recovering it so it can be processed; program is getting a 2nd instructor and scheduled a spring dance performance (announcement distributed)

Chair posed the question: Is this program viable?

Discussion by A. Canales that considering the reporting of different sections under one heading to increase numbers for viability and to recognize negative impact of core changes

There was a unanimous vote the program was VIABLE.

RECOMMENDATIONS:

1. Report next year on outreach efforts into area high schools to integrate into program and support all avenues of community outreach

2. Fill in missing data to make report complete

Canales made a motion to accept the recommendations; seconded by C. Servin and the vote by committee was unanimous

Dance representatives were invited back into the room and presented with the decision and recommendations

Program Review (4:25 p.m.): Theater

Presenters: Dean Claude Mathis, Keith Townsend, Mathew Smith

Chair reviewed status of viability and recommendations from previous year with representatives

M. Smith explained the recommendations were about serving students and building a program; in fall 2015 there were 50-60 majors and representatives have involved students in spreading the word about the program; he wants to hire adjuncts and develop an on-line course which he believes will boost enrollment; in 2016 they were graduating 10 or more students

K. Townsend; when evaluating programs we need to look not just at stats but returns, for example the 2800 people who attended performances; they have given 4 stage performances compared to UTEPs 3, they have given a Christmas and spring variety show and been asked to work with Viva El Paso with student involvement in the program; this translates to a unique situation involving more than a student/professor relation but extends to a community based program; they have
almost no outsourcing because stage and performance is done by students; they cannot have a classroom only program, it must extend to the stage as well

M. Smith said recruiting now involves students rather than just faculty

Issues – delete Introduction to Theater and move them to TM and VV campuses; a problem occurred the week before classes started when an Intro class was opened at MdP campus and was not caught by Smith; since class could not be cancelled, the enrollment was low and impacted the performance indicators for the program

Mathis; new majors will be filling in many of the other classes in program

Townsend; coordinators need to keep in touch with deans so classes, if offered at other campuses will fill; scheduling for a small program is important to avoid spreading it out over too many campuses without effective communication and coordination

Smith; they were going to take a more active role in recruiting

Mathis; we must consider courses with non-instructional assignments covered in another way such as per head compensation where activities like set building and lighting installation are done in place of those not classified as such

Committee member Arvizo asked how a course was opened without the Theater program’s knowledge

Townsend explained the NW coordinator is a Speech and not a Theater person and did not coordinate through the curriculum coordinator (Smith); coordinator has been left out of some planning sessions; recommend that curriculum coordinator should be contacted before a campus coordinator goes to a dean to ask for a class to be added at a particular campus

Committee member Serna asked if it had happened before and could it be prevented

Mathis said it has happened before and needs to involve better coordination and communication

Program representatives were asked to leave the room

Discussions

Serna pointed out revenue sufficiency is low

Torres asked why coordinator did not know about classes being opened up

Meagher explained how deans have control over this

Endlich recommended program coordinator constantly monitoring Banner to see when classes are added

Meagher added a communication plan needs to be developed by program to keep this from happening again

Arvizo recommended Smith needs to take measures to prevent it from happening again

C. Aguilar said recruiting needs to be extended to area high schools

There was a unanimous vote the program was VIABLE.

RECOMMENDATIONS:

1. Continue extending recruiting efforts in area high schools

2. Develop and implement a plan that involves a district wide coordination involving calls, e-mails and meetings to the Registrars, deans and coordinators to reduce the chance for over extending Theater instructors

Montes made a motion to accept recommendations; seconded by Canales and vote by the committee was unanimous

The program representatives were invited in and told of the decision and recommendations

The meeting was adjourned at 5:45 p.m.
April 25, 2016

**Members Present:** Alvaro Arvizo, Richard Bahena, Barry Bogle, Arnoldo Canales, Linda Chamblin, Argelia Duarte, Cynthia Gamez, Veronica Gonzalez, Alvino Hernandez, Dale Hougham, Cassandra Lachica-Chavez, Gail Meagher, Patricia Montes, Rachel Ortega, Antonio Rodarte, Raul Serna, Ron Stroud, Manuel Torres

**Call to Order:** Meeting called to order at 1:10 p.m. by committee chair R. Bahena

**Old Business:**

**New Business:**

V.P. Steve Smith addressed committee about vision, Review Program procedure and upcoming procedures in the fall; work of committee represents resources aside from those available from deans.

Dr. Stroud provided explanation of reporting data and Dale Hougham explained percentages.

Open discussion about 3 year reporting cycle.

**Program Review (2 p.m.): Respiratory Care Technology**

Presenters: Dean Paula Mitchell, Fred Torres

F. Torres discussed issues of concern and that changes have made; Example was student success rate now 81.3% of licensed students, up from 76.8% in 2012 when program was placed on probation; program off probation and fully accredited until 2025.

Having problems because of competition from DACC and school located in Roswell, NM as well as another private area program.

Number of hours for program reduced from 71 to current 66 hours; also hoped that timing cycle of program will benefit placing students in jobs; number of students in program dropped from 24 to 15 because of content changes; prior problem with documenting clinical procedures has been corrected.

As of fall 2016 there will be 2 full classes totaling 30 students.

Member A. Arvizo asked to confirm cohort numbers from 24 down to 15.

Flores explained that with 2 classes there would be 48 students and volume would be high because of clinicals and staff number issues.

Torres reported surveys are being done on students and employees to gauge quality of course; employee surveys were being handed out but when they are not completed and returned clinical instructors followed up to get surveys back and turned in; emphasis was placed on fact that program is off probation from credentialing agency.

Chair asked representatives to leave room while committee discussed program.

Bogle commented that the program looked to be on the verge of a turn-around.

Bahena noted that it sounded like they are on track and data should show us what, if any, impact their corrective actions will have.

Stroud noted that problems with missing data will continue to haunt program for next three years.

Hougham pointed out that committee collecting data on employee’s satisfaction is now meeting and actually collecting data to provide to report.

Bahena asked for recommendations to discipline.
Stroud noted that as data is submitted there is a problem with it that IRB should be able to get it back.

Chair posed the question: Is this program viable?

Motion by C. Gamez that program was viable; seconded by A. Duarte.

Discussion followed.

Torres commented that recruiting is important for program and there is a waiting list;

Duarte explained there is no waiting list because once the program fills all others not getting in have to reapply and start all over again.

Bogle noted that program has 2 standards, one for credentialing agency and one for school.

General discussion about 5 recommendations from previous appearance and how far along program was in complying; Gamez mentioned items 4 and 5 were met with issues about remaining 3 recommendations possibly not met.

There was a unanimous vote the program was VIABLE.

RECOMMENDATIONS:

1. Program representatives need to track their data more closely to prevent loss of program performance data.
2. There needs to be more follow up with clinical agencies to assure goals are being met.
3. Program needs to follow enrollment trends for follow through.

Representatives were invited back into the room and presented with the decision and recommendations.

Program Review (3:20 p.m.):  English as a Second Language

Presenters: Roselia Galindo and multiple members of discipline

R. Galindo provided 1st viability indicator; before 2012 program was 6 level made up of reading, writing and speaking; after 2012 course cut from 72 to 27 hours; students under old program had to be absorbed.

T. Von Maluski showed how the program provides chance to improve language skills with 96% satisfaction rate; it is one of only 2 programs in El Paso certified and qualifying for financial aid.

D. Moody concerned about actions over course changes; problems in program with members not signing in during Faculty Development for training credit; creation of “bridge course” between ESL and Adult Education Center; 2014 Recruitment Committee formed; studied ways students learned about program and found to be mostly word-of-mouth from other students, very little from advertising.

R. Galindo recognized importance of recruiting and staff working with Adult Center and to pull students in from GED program; curriculum changes required adapting to them so they looked for other sources and developed ESL bridges with outside sources, F-1 students (foreign) in program and complete, may qualify for financial aid.

Chair asked representatives to leave room while committee discussed program.

Arvizo; they may be sharing the market and duplicating efforts with Language Institute and downplaying the duplication.

C. Lachica-Chavez; they are competing with UTEP when students can find an alternate and save money and time.

Hougham; ESL are placed at a level based on tests; Language Institute they test out of but have to take a test to determine their level.
Arvizo commented that it is difficult for students taking ESL and regular curriculum at the same time and typically they do not do well.

Chair posed the question: Is this program viable?

Motion by C. Gamez that program was viable; seconded by B. Bogle.

There was a unanimous vote the program was VIABLE.

RECOMMENDATIONS:

1. Coordinate to deconflict program with targeted market of student population with Language Institute.
2. Consider release time for recruiting and targeting of area high schools.
3. Increase retention plan effort that includes an early identification of high risk students and incorporate efforts like open labs, assistance programs and tracking of the results.
4. Work to increase the enrollment and retention of students to improve revenue sufficiency.

Program Review (4:25 p.m.): Anthropology and Geography

Presenters: Dean Susana Rodarte, Thomas Myers

S. Rodarte explained that classes for Anthropology meet only at VV campus and there is only 1 full time instructor.

T. Myers used prior recommendations as basis for response; had personal illness which kept FT instructor out of program; 5 sections were reduced to 3 but cancelled classes were included in fill rate; when 3 rates (91.7%, 75%, 93%) were averaged he said actual rate was 86.8%; 2 of classes offered fill needs for Educational certification requirement; Cultural Anthropology deleted but still shows as course; recruiting being done in high schools.

Reference Anthropology 2351 recommendations were made to get rid of course but it appears it is rebounding; prior recommendations from committee had proactive impact like cancelling summer courses because of low attendance.

Gonzalez; Cultural Anthropology was recommended to be taken out.

Myers; this course does not meet curriculum requirements and this is why enrollment is low as course does not apply.

Issue of summer trip brought up and Gonzalez asked if there was external funding for trip.

Myers reported students solicited and also work with other student groups.

Arvizo asked Myers if he had gotten rid of Anthropology 2351 and Myers responded saying a recommendation had been made but it was not taken out and appears to be rebounding.

Meagher; regarding low enrollment, could those courses be consolidated?

Rodarte; All numbers could accept those where there are 10 or more enrolled.

Myers; recommendations from Program Review have had a positive effect, for example they did cancel summer courses because of low attendance.

Chair asked representatives to step out while committee discussed program.

Bahena recognized it is a single member discipline.

Bogle; formatting of information as excellent and that issue of health matter with Myers should be taken into account since he was missing for the whole year.

Hougham; Asked is it a program? Enrollment went down; this is a support class for other majors.
Bogle; last year’s recommendations were not acted on because of Myer’s health issues

Montes affirmed that this is not a discipline but a support program.

Hougham; courses are either for transferring or to support other degree plans; they were told to reduce but kept same number of courses until Myer’s health problems; need to consider not just enrollment but success rate.

Stroud; noted drop in student enrollment; program leads to a degree or certificate (discipline v. program); point-of-view of state this is not a program.

Meagher; what is it? If not a program why go before this committee; are we going to continue offering course in Anthropology or not?

Hougham; there is no evidence of recruitment, but courses are needed but to keep courses viable what are they going to do? No demand so either increase recruitment or reduce classes.

Chair posed the question: Is this program viable?

Majority voted program was VIABLE.

RECOMMENDATIONS:

1. In order to maintain viability this program must follow through with recommendations of the committee, so compliance is strongly recommended.

2. Have “ghost sections” that open timely if other sections fail.

3. Offer one section of course #2351 per fall and spring semester and open a second section only if the first fills.

4. Be more aggressive in schedule management.

5. Use alternating scheduling of courses from day to evening in spring and fall semester based on needs of students.

The meeting was adjourned at 7:00 p.m.
May 4, 2016

Members Present: Cynthia Aguilar, Alvaro Arvizo, Richard Bahena, Barry Bogle, Andrea Ceron, Argelia Duarte, Veronica Gonzalez, Alvin Hernandez, Dale Hougham, Gail Meagher, Patricia Montes, Rachel Ortega, Antonio Rodarte, Douglas Schirmer, Raul Serna, Armando Sosa, Ron Stroud, Laura Tellez, Manuel Torres

Call to Order: Meeting called to order at 1:30 p.m. by committee chair R. Bahena

Old Business: Minutes of the 04/21/16 meeting were reviewed and 2 corrections noted;

Meagher asked about entry made referring to “non-instructional courses” during presentation by Dean Mathis; term will be clarified by secretary and minutes will reflect explanation.

Motion by Bogle, seconded by Torres to approve minutes with correction, vote was unanimous

New Business: Chair called for members to review data on Foreign Languages; issues as pointed out by chair included Class Fill Rate, Revenue Sufficiency and Enrollment Trends.

Schirmer; noted some typos in report and also reading of data over 3 year period.

Arvizo asked about trends where programs may go from red to green and red again.

Stroud explained this may happen based on cycles for different programs and Hougham explained this can happen when it is a single faculty discipline.

Program Review (2 p.m.): Foreign Languages

Presenters: Dean Jan Eveler, Dr. Fidel De Leon

De Leon looked at viability indicators; Why the drop? 1 year ago Coordinating Board changed pre-requisite for foreign languages; need to have 3 contact hours + 2 hours lab = 4 credit hours or 4 contact hours + 1 lab hour to be transferrable; decision made to have 4 contact hours but students would not take it because schedule required a Mon, Tue, Wed, Thurs attendance; decision made to change and go to 3 contact + 2 lab hours = 4 credit hours; lab is an open lab where students may attend on a non-scheduled basis when lab open.

Another factor was some majors, like Criminal Justice, dropped language requirement; students going to UTEP would take language at UTEP, not EPCC; worked on an advertising campaign to let students know Liberal Arts degree required a language; problem with language 1411 and 1412 classes was misleading because some thought it was a 4 CONTACT hour class rather than a 3 contact + 2 lab class.

Eveler; looking at smaller sized classes (less than 10) being kept open on campuses rather than cancelling them; this practice keeps students on that campus so they do not have to travel to other campuses; efforts through discipline, marketing and counseling include advertising and better options for availability of these classes.

De Leon; want to get with counselors (7 disciplines and 17 courses) to improve explanation; want to promote Hispanics to take courses because it is easier for Spanish speakers and they would not have to work as hard and could concentrate efforts on other courses.

Eveler; native and heritage speakers would benefit from enrichment of exposure to literature; on-line courses show good, effective results.

De Leon; need to advertise more to get enrollment up.

Hougham; asked if there were problems with transference to UTEP and Eveler explained there had been no problems.

Bogle; asked how much credit UTEP gives for 4 hour course, needing to emphasize how much credit they will get in transferring.
De Leon; transfer means 3 hours credit, not 4; problem is in misconception about whether they can transfer the course at all or not.

Meagher; asked how anyone knew if the students were doing the 32 hours per semester of lab time.

Schirmer; students may need fewer contact hours to complete as cohort is basing time on what is expected.

De Leon; computer allows us to see number of assignments and how many hours students were on computer for lab credits so computer tracks contact time with lab.

Eveler; lab is set up to promote more inter-active participation and there is also chance to get help from lab assistants.

Meagher asked why an 86.5 % drop at RG campus and Eveler explained that a section was offered but did not fill and was cancelled causing low results in Enrollment Trends.

Ceron; asked why on some campuses they were leaving some courses open even if they did not fill; Eveler explained faculty members will interview students to be sure student not registered in wrong section based on language skill; sometimes student testing does not do a very good job of determining student’s abilities.

Torres; asked what goals of Spanish students would need to take Spanish.

De Leon; Spanish I and II for non-native speakers and non-natives who have prerequisite for Spanish literature; cannot answer – informally they say because they need it; heritage speakers want to enhance skills and perhaps teach.

Hougham; non-heritage want to learn and transfer; heritage speakers want it for degree advancement.

Bahena; asked if there were plans to improve revenue sufficiency.

De Leon; did not understand and asked if it would involve enrollment; if so, they would want to improve enrolment by increasing knowledge of program, course transference and better advertising.

Hougham; asked if full time-part time ratio be an issue; asked about faculty development and who is, or is not attending or perhaps it is a signing in problem; data available to see who is not getting training.

Bahena asked presenters to step outside.

Discussion followed.

Hougham; RG campus and 7-2-1 sections explains drop in enrollment trends there (addressed to Meagher); institution has teaching to add rather than decrease number of courses because students need course credit; when enrollment is low but need is there can go “per head” rather than per course.

Bogle; it is hard to see whether this is a student perception issue, UTEP or EPCC or coordinating board matter; if student does not think course will transfer they will wait until they get to UTEP.

Chair asked if program was viable.

Ceron; presenters were not well prepared and were not ready to present.

Torres; this was their first in recent years so they really haven’t had time to show problems.

Hougham; technically this is their first year since they are outside of the data review window.

Schirmer; need to take a proactive approach and get with UTEP reference the 4 hour course credit and transferability issue; work out issues ahead of time as it relates to 4 hour credit issue and substitute 3 hour credit for 4 hour course.

There was a unanimous vote the program was VIABLE.

Bogle; need to find out if students transferring to UTEP and erase any misconceptions about transference; students need to know they are taking a 3-2 hours course design knowing credit for 3 hours will transfer.
Hougham; not sure what problems are between UTEP and EPCC, find out in fall 2016. If the 4 hour course will transfer and how, since the switch to the 3 hour course design

RECOMMENDATIONS:

1. Coordinate with UTEP to deconflict transferability issues because of changes in curriculum from 3 hours to 4 hours when UTEP has 3 hour classes.

2. Reduce the number of sections on the face-to-face classes which should impact other performance indicators.

3. Identify degree plans which require foreign language courses and go through the Vale Verde Transfer Center as a resource.

Representatives were invited back into the room and presented with the decision and recommendations.

Program Review (3:20 p.m.): Advanced Technology Center Industrial Manufacturing

Presenters: Dr. Olga Valerio, Grace Erives, Aaron Mungiua

Valerio passed around hand out reference program; she expected to be called last year because progress was not there; some problems include getting full time faculty because they make more money on the outside; one problem is instructors must work in the industry and this causes problems with PT faculty attending Faculty Development.

Mungiua; new coordinator and now FT; making reference to handout; aware problem now and how to fix it; there are strengths in the program; industrial manufacturing involves all courses at the Advanced Technology Center (ATC).

Valerio; these programs are preparing people to be maintenance technicians; benefits include use of mini-semesters because they are for technical courses; problems are with degree efforts.

Mungiua; corrective action reference enrollment – marketing campaign working with published materials and recruiting efforts including Ft. Bliss and events like Fiesta de las Flores; also doing recruiting in high schools using robotics as enticement; use of summer camps; need to promote ATC as an excellent resource.

Valerio; covered achievement of objectives from previous year’s area improvement plan; efforts covered on page 3 of handout.

Meagher; advising Mungiua that new student orientation is available on all campuses and not just at VV.

V. Gonzalez; recommended use of students to help promote program

Presenters were asked to leave room by chair.

Chair posed the question: Is this program viable?

There was a unanimous vote the program was VIABLE.

Discussions:

Gonzalez; concerned about the volume of work done by a new coordinator handling so much including teaching, coordinating and recruiting.

Sosa; recognized the work done by Mungiua and all the work he does.

Bahena; noted people in industry make more money working than teaching so it is hard to find instructors; they need more personnel in program.

Meagher; recognized that FT increase impacted contact/credit hours per FT faculty
Bahena; pointed out the importance of and need to collect data on program and then deposit it with appropriate channels/sources.

Bogle; they do have a plan and are working to get all of those done.

Serna; program is made up of many disciplines and is complicated by that.

Meagher; extend recruiting and be sure to include all area high schools.

Bogle made a motion to continue with their plans which was seconded by Serna.

Schirmer; must recognize problems of concurrent enrollment of CE and credit enrollment.

RECOMMENDATION:

The program is encouraged to continue on with their contemplated action plan as presented to the committee.

General discussion followed recognizing Dr. Stroud and his staff for the refreshments and foods that are available at the meetings; Meagher asked about availability of the data for the committee and Stroud explained that IR is swamped with data requests; he also pointed out that EPCC does this review annually unlike some colleges/universities which do it less frequently.

Bogle made a motion to adjourn, seconded by Sosa; 5:06 p.m. meeting ended.
April 23, 2015
Valle Verde Campus, B-240

Members Present: Richard Bahena; Barry Bogle; Andrea Ceron; Linda Chamblin; Margo Endlich; Cynthia Gamez; Dr. Jaime Farias; Irene Gurany-Garcia; Alvino Hernandez; Dr. Katherine Kelley; Patricia Montes; Danielle McGill; Becky Perales; Maria Ramos-Gonzalez; Douglas Schirmer; Raul Serna; Manuel Torres; Dr. Ron Stroud

Call to order: Meeting was called to order by Rebecca Danielle McGill, Chair, at 2:15 p.m.

Establish Quorum: Quorum was established with 14 voting members present.

Information: Danielle announced Program Review Committee meetings for academic year 2014-2015. She also verified the changes to the dates, time, and place of the meetings.

Old Business: Approval of minutes for May 1, 2014. Mr. Alvino Hernandez volunteered and was voted as Secretary-Elect 2015-2016. Continued with the nomination for Chair-Elect 2015-2016, Mr. Richard Bahena volunteered, and was voted as Chair-Elect.

New Business:

Dr. Stroud provided brief explanation of the 2014-2015 Program Review Catalog. The information provided by Dr. Stroud included the following:

- Minor changes done to 12th edition
- Catalog data is for the last four reporting periods
- Tabs include the Program Review procedure
- Viability indicators
- Discussion on indicators for the Anthropology/Geography, English, Transfer, and Respiratory Care Technology
- Health Career programs have State indicators as well
- EPCC language Institute CE program not part of this catalog along with three other programs
- Referred to the Historical list of programs reviewed.
- Verification of the enrollment numbers for the Respiratory Program was done by Mr. Schirmer
- CB116 Form (Purpose is to add any student working out of State other than Texas)
- Referred to Nursing indicators as an Example

Program Review: Respiratory Care Technology Presentation

Program Coordinator Fred Torres, Practicum Coordinator David Coy, and Division Dean Dr. Paula Mitchell

PowerPoint presentation addressed how the program was planning to improve in the following indicators:

- The role of the Respiratory Therapist
- Workforce Demand
- Class Fill rate
- Enrollment Trends
- Employer satisfaction
- Advisory Committee Satisfaction
- Student Licensure/Certification
- Full-Time Faculty Professional Development
After the presentation the committee voted that the program was viable and provided the following recommendations:

1. Meet with the Office of Institutional Research (IR) to sort through existing data and make as much of it as possible compatible with EPCC requirements. For indicators that do not have supporting data, the Program coordinators need to work with IR to develop assessments.

2. Explore offering certification and other necessary preparatory workshops/courses as part of the coursework by incorporating testing fees into tuition, such as lab fees.

3. Continue exploring avenues available for having certification and other required testing dates as close to graduation as possible.

4. Explore developing online Faculty development courses.

5. Remind faculty to write clearly on Faculty Development sign-in forms, check ID numbers and confirm attendance with Faculty Development office.

After the presenters left Danielle began the discussion on Proxy and held voting. All in favor; one abstained.

**Adjournment:** The meeting was adjourned at 5:41 p.m.

**Recorded and Submitted by:** Andrea C. Ceron, Program Review Secretary
April 29, 2015  
Transmountain, Room 1005

Members Present: Bahena, Mr. Richard, Ceron, Ms. Andrea, Chamblin, Ms. Linda, Endlich, Ms. Margo, Gamez, Ms. Cynthia, Hernandez, Mr. Alvino, Hougham, Mr. Dale, Kelley, Dr. Katherine, McGill, Ms. R. Danielle, Montes, Ms. Patricia, Perales, Ms. Becky, Ramos-Gonzalez, Ms. Maria, Serna, Mr. Raul, Torres, Mr. Manuel, Schirmer, Mr. Douglas

Call to order: Meeting was called to order by Rebecca Danielle McGill, Chair, at 2:18p.m.

Establish Quorum: Quorum was established with 12 voting members present.

Information: Danielle announced Program Review Committee meeting for next Wednesday would be at 2:30p.m. instead of 2:00p.m.

Old Business: Approval of minutes for April 23, 2014.

Reviewed last year's Committee recommendations for Kinesiology. It was noted that they had not met with the Curriculum Committee as recommended. Dr. Kelly provided information as to how long an area of study remains in the catalog after being considered not viable. After three years it will be eliminated from the catalog. Students needing the course to complete graduation will be able to do so also all students under Kinesiology major would need to be notified. Fifty-three programs had been reduced from 72 to 60 credits, and half of them had selected Kinesiology to satisfy the 1 credit requirement.

New Business:

Program Review: Kinesiology

Presenters: Dean Tonie Badillo, Bob Femat, and Rick Web

Followed up on the recommendations from last year:

1. Met with David Flores for the production of the Video clip. Due to the large amount of requests Mr. Flores has it has taken some time to complete the video, however it will be finalized sometime next week.

2. The presenters were under the impression that the link to CE courses was automatic therefore they noted that the enrollment numbers presented did not include CE. Mr. Hougham explained how this could be done and Mr. Schirmer stated they could contact him to assist them with this.

3. Marketing posters had been distributed to areas in math, science and counseling at Valle Verde and Transmountain campus. Bob showcased samples of the posters.

4. Reason for not meeting with the Curriculum Committee was, they were not aware that they had to request to be put on the agenda.

- Optimums dropped for Conditioning 45 to 25 and Weight Training to 15, it was better in terms of fill rates.

- Enrolment results not included on the Program Review report:

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<th>Valle Verde</th>
<th>Transmountain</th>
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<td>Fall 2014</td>
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<td>53</td>
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<tr>
<td>Spring 2015</td>
<td>188</td>
<td>56</td>
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<td>Summer 2015</td>
<td>56</td>
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- Overall fill rate 87.18%, there wasn't any class in the Fall that fell under the percentile.

- Graduate Data: Most majoring in Kinesiology going into Physical Therapy or Personal Training

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<td>Spring 2012</td>
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- Last year Kinesiology consolidated three degrees into one
- Recommendation from partners, primarily UTEP, was to structure the degrees to prepare students for completion into junior level programs and core complete
- Kinesiology 1305 had very low enrollment and was not transferring
- Opened Martial Arts course at Transmountain
- Bob Femat retiring at the end of Spring 2015

Discussion after the presenters exit consisted of factors that affected the program:

- Full time work load issues
- State requirements; changes to the academics within the last 2 years
- Used to be a large demand for Kinesiology courses
- Attempted dual credit with H.S. and the State declined it
- Trends, high school enrollment

The committee voted that the program was viable and provided the following recommendations:

1. Meet with the Curriculum Committee to discuss inclusion in Core
2. Market to other degrees
3. Ensure upcoming faculty advisors are aware how Program fits in with other degrees
4. Distribute Program posters more widely throughout all campuses
5. Create more contemporary and lively posters
6. Use web banner
7. Ensure new coordinator follows through with recommendations

**Program Review: Anthropology/Geology**

Information reported included:

- Enrollment is slowly increasing from the previous 5 years
- Increased number of sections being offered only at W
- Online sections doing very well
- GEOG 1302 Meeting specific needs
- ANTH 2346
- Contemplating cancellation of ANTH 2351 for Fall 2015
- Enrollment trends have decreased across the country, the main reason is these courses were dropped from core curriculum
- Increase in Sociology and less in Anthropology
- Optimum set at 40 but only able to fit 18 due to classroom sizes

The committee voted that the area of study was viable and provided the following recommendations:

1. Offer one section of ANTH 2351 per academic year
2. Take out duplicate course offerings in summer sessions, possibly alternating courses per session
3. For Fall/Spring reduce number of sections

Comments on possible recognition in the future for programs not under Program Review would be a positive. Lastly, an update on the Proxy procedure was provided.

Adjournment: The meeting was adjourned at 5:08 p.m.

Recorded and Submitted by: Andrea C. Ceron, Program Review Committee Secretary
May 6, 2015
Transmountain, Room 1005

Members Present: Mr. Barry J Bogle, Ms. Andrea Ceron, Ms. Linda Chamblin, Ms. Margo Endlich, Ms. Cynthia Gamez, Mr. Alvino Hernandez, Ms. R. Danielle McGill, Ms. Patricia Montes, Ms. Becky Perales, Ms. Maria Ramos-Gonzalez, Mr. Raul Serna, Dr. Christian Servin, Mr. Manuel Torres, Ms. Laura Tellez, Dr. Katherine Kelley, Mr. Douglas Schirmer, Mr. Dale Hougham, Dr. Ron Stroud, Dr. Jaime Farias

Call to order: Meeting was called to order by Rebecca Danielle McGill, Chair, at 2:37 p.m.

Establish Quorum: Quorum was established with 13 voting members present.

Information: None to report.

Old Business: Approval of minutes for April 29, 2015.

New Business:

Program Review: Language Institute

Presenters: Dean Claude Mathis, Program Coordinator Monica Kapadia, and Manager Lucina E. Flores

Followed up on the recommendations from last year:

1. Changed the name from Americana Language Program to EPCC Language Institute.

2. Worked on an intensive marketing strategy. Assembled informational folders which included student handbook, IEP brochures, full year’s course schedule, show cased students, sponsored college's Career Expo, and also had booths at events hosted at the Americana building in order to market the program.

3. Faculty Development is being carefully monitored. Faculty attended all of the workshops on Integrative Reading and Writing.

4. Class Fill rates improved from red to yellow with 78% of seats filled. There are challenges for international students who are waiting for a visa when classes have already started.

5. TOEFL pass score is set at 45; this has caused a challenge in enrollment trends. Students usually take levels I and II but then take the TOEFL exam and pass so they do not enroll and finish the additional levels. Students decide to move to the credit courses; as a result failure rates on core courses are high.

Reported new information regarding revenue sufficiency:

The program had unexpected expenses with the Americana Building and needed improvements, such as fixing a hole in the lab, painting, purchasing outside benches, bringing electrical outlets up to code, and having IT re-wire the lab. Future plans consist of building collaboration with external funding programs, promoting integrated reading and writing, web enhancement, orientation for all new students, promoting college culture, working on bridging program into the credit side, tuition increment of 3%, and working on re-vamping the curriculum.

The committee voted that the program was viable and provided the following recommendations:

1. Explore consequences of raising the TOEFL cut-off scores. Use well-researched data in presentations to administration in favor of higher TOEFL cut-off scores.

2. Explore using internal resources for maintenance and construction--including Advanced Technology Center--in order to lower costs.

3. Optimize Program's planning for progression through courses, taking into consideration students' varied attendance.
Program Review: Theater

Followed up on the recommendations from previous years:

Presenters: Dean Claude Mathis, Program Coordinator Matthew R. Smith, and Keith W. Townsend

1. Plan the course offerings reasonably taking into account program size, growth, etc. For example, at this point DRAM 1310 will be cancelled at MWC.

2. They are promoting the program not only in the community but at the campus level as well. They blended the two programs and hold four full main stage shows. Music Theater International has chosen EPCC program for the premiers in the Southwest because of the quality of work in their productions and performances. Extensive work has been done in networking with the community, high schools, and EPCC counselors.

3. Decided not to offer the Associate of Fine Arts and continue with the Associate of Arts. All universities are accepting the credits for the entire program. San Diego State awarded three scholarships to EPCC students. They also performed an analysis of degree plans across the nation and removed any credit courses not being accepted.

4. NSO recruitment is one of their strongest efforts. They contacted all high schools in the area and have scheduled visits to provide students with the EPCC program information. Part of this is a parent’s night to inform both students and parents about scholarship and travel opportunities, the fourteen productions per year, building up a resume, and maintaining a 3.5 GPA to compete on the team.

5. Took a proactive approach in scheduling piggybacked courses such as DRAM 1351 and DRAM 1352. This has helped 1st year students work with 2nd year students and allowed for peer mentoring. Another course that is piggybacked is the Practicum I and II. In addition, they have scheduled reasonable cut-off dates for registration and contact students to ascertain interest in class making. The full-time faculty has been assigned to specific campus counselors. The assistant coach, Mr. Anguiano, has done an outstanding job advising students for both programs. They hope to take him in for a staff position.

6. For the summer event, 60 students were cast from EPCC, UTEP, and high schools. Students from high schools are sent an invitation letter to attend High School Night and meet the faculty as well as experience the quality of the show’s production. Future plans are to offer an Introduction to Music Theater course within the next two years.

The committee voted that the area of study was viable and provided the following recommendations:

Continue with plans that address Program's areas of concern and future students' needs.

Danielle provided a copy to all members of the Proxy verbiage being added to the Program Review Procedure. In addition, voting took place for approval of the minutes by e-mail. All members voted in favor.

Adjournment: The meeting was adjourned at 6:12 p.m.

Recorded and Submitted by: Andrea C. Ceron, Secretary
April 15, 2014
Valle Verde Campus, B-240

Members Present: Martina Arriaga; Richard Bahena; Andrea Ceron; Linda Chamblin; Irene Gurany-Garcia; Daryle Hendry; Dale Hougham; Patricia Islas; Dr. Katherine Kelley; Rebecca McGill; Becky Perales; Maria Ramos-Gonzalez; Mauricio Rodriguez; Douglas Schirmer; Christian Servin; Ron Stroud; Laura Telles; Manuel Torres; Barbara Williams.

Members Absent but called: Barry Bogle; Jaime Farias; Margie Nelson-Rodriquez; Steve Smith

Guests Present: Tonie Badillo; Robert Femat

I. Call to Order: The meeting was called to order by Linda Chamblin, Chair, at 3:15 p.m.

Establish Quorum: Quorum was established with 13 voting members present.

II. Minutes for June 19, 2013: Minutes were approved as written.

III. Information: Linda announced that the Program Review Committee will be meeting on April 22 (ALP and Communication) and May 1 in Room B 240 at 3:00 p.m.

IV. Old Business: As there was no volunteer for Program Review Committee Secretary, Linda asked for a volunteer for the April 15th meeting. Becky Perales volunteered to take minutes for this meeting. Linda will send out a request for a volunteer for the April 22 and May 1 meetings.

V. New Business: Choose and vote on Chair-elect – Linda will send out a request for a Chair-elect. The Chair-elect will serve as Chair for the following academic year.

Update on Kinesiology Program Plan of Improvement:

Tonie Badillo and Robert Femat presented improvements to the Kinesiology Program this past year and the status of completion of the Program Review Recommendations made to the Program last April 2013.

1. The Kinesiology Program should reduce the number of sections offered.
   - They cancelled all sections that had low enrollment.
   - Valle Verde no longer has any part time faculty. The 3 FT faculty teach all classes offered.
   - The optimum numbers were reduced, giving them a higher fill rate. (Gym optimum went from 45 to 20, weight room was lowered to 16).
   - The Kinesiology Program went from four degree plans to one degree plan.

2. The Kinesiology Program will market the Program.
   - Sent a letter to all district wide coordinators informing them of their one and two hour elective classes available to students to complete students’ degree plans.
   - The one and two hour courses were added to the law enforcement degree plan.
   - Developed two posters: (1) Marketing elective hours, (2) Marketing activity classes.

3. The Kinesiology Program will increase the concurrent classes with the Continuing Education side.

[!]
• Called Martha De La Fuente and let her know that all Kin classes are concurrent. Unfortunately the optimum evening times were classes that were cut.

4. The Kinesiology Program will evaluate the responsibility of the costs incurred by the Department from outside use.
   • A part time lab assistant is being funded through Continuing Education.
   • The weight room was refurbished through funds from Intramurals and Student Life.
   • Outside groups are no longer able to use the facilities.

5. The Kinesiology Program will work with other disciplines to be added as an elective in the Disciplines’ area of Study.
   • Sent a letter to all district wide coordinators informing them of their one and two hour elective classes available to students to complete students’ degree plans.
   • The one and two hour courses were added to the law enforcement degree plan.

6. The Kinesiology Program should request to be added to the core curriculum after the
2014 Core is established. This request can be made after Spring 2015 and beyond.
   • Need to wait until Spring 2015.

Voting of Viability of Program:

The Program Review Committee unanimously voted that the Kinesiology Program is viable. The following recommendations were made:

1. Kinesiology Program should continue what they are doing with an emphasis in marketing the program to other disciplines specifically to Fire Technology, Law Enforcement, EMT, and CE programs.
2. Kinesiology Program should use the Video Producer (available through the Curriculum Department) to add video clips to the College Catalog, produce a 30 second theatre spot, TV advertising, and a billboard.
3. Kinesiology Program should contact the Marketing Department to develop a strategic marketing plan.
4. Kinesiology Program should contact IT (Doug Schirmer) to link CE sections to their concurrent academic classes.
5. Kinesiology Program should be one of first applicants in Spring 2015 to present to the Curriculum Committee to request addition to the core curriculum.

Adjournment: The meeting was adjourned at 4:35 p.m.

Recorded and Submitted by: Becky Perales, Program Review Committee.
April 22, 2014  
Valle Verde Campus, B-240

Members Present: Dale Hougham; Douglas Schirmer; Dr. Ron Stroud; Laura Telles; Jaime Farias; Irene Gurany Garcia; Dr. Katherine Kelley; Barry Bogle; Sara Martinez; Manuel Torres; Richard Bahena; Andrea Ceron; Becky Hancock; Maria Ramos-Gonzalez; Christian Servin; Linda Chamblin; Rebecca McGill; Mauricio Rodriguez; Barbara Williams; and Becky Perales.

Members Absent: Daryle Hendry; Laura Telles; Martina Arriaga; Enid Cordova; Margie Nelson-Rodriguez; Steve Smith; Dr. Carina Ramirez; Patricia Islas; and Maria Lopez.

Guests Present: Claude Mathis, Monica Padilla, Lucy Flores, Monica Kapadia, Lisa Elliott.

I. Call to Order: The meeting was called to order by Linda Chamblin, Chair, at 3:13 p.m.

Establish Quorum: Quorum was established with 13 voting members present.

II. Minutes for June 19, 2013: Minutes were approved for April 22, 2014 with a minor correction adding Patricia Islas to member’s present list.

III. Information: Linda announced that the next Program Review Committee (PRC) meeting will be on Thursday, May 1 with Anthropology/Geography courses.

IV. Old Business: Rebecca McGill was elected chair-elect of the PRC committee. Maria Ramos volunteered to be Secretary PRC committee for the April 22 and May 1 meetings.

V. New Business:

Update on the Americana Language Program Plan of Improvement:

Claude Mathis & Monica Padilla presented improvements to the Americana Language Program this past year and the status of completion of the Program Review Recommendations made to the Program last April 2013.

1. GED classes have been cancelled because they were not bringing in sufficient revenue
2. Only one evening class being offered.
3. Saturday classes have increased 81-100 fill rate
4. Spanish conversation are being checked vigorously to keep it at 85%
5. They are trying to manage >80%- They are working towards not dropping 75% for a whole year.
6. Seeking accreditation on ALP next year
7. Proposal to EPCC foundation for scholarships to help students qualify for this scholarship.
8. They are seeking approval from this group to seek accreditation
9. Lucy started a lot of the work already towards Accreditation
10. Accreditation opens many doors for other schools and jobs

Dale Hougham asked about the differences in ALP and IEP programs asking if the accreditation will change anything concerning the program such as awarding certifications.

The program will continue to work on these strategies.

- Recruitment Activities:
  1. Brochures being sent to medico enticing students to come to El Paso and to EPCC.
  2. Train recruiters to know what to tell students about the programs and admissions criteria.
  3. Talk to counselors to help the ALP students enroll in classes.
  4. Twitter and Facebook with ads.
  5. Channel 26 Interviews.
The improvement the Communication Program is currently working on:

- Enrollment Trends
- Work on retention with faculty and students to help them stay in school or more.
- Work to make revenue sufficiency more efficient.
- Cut evening classes due to poor enrollment.

Voting of Viability of Program:

The Program Review Committee unanimously voted that the Americana Language Program is viable. The following recommendations were made:

- Change the name of the program.
- Recommendation for rebranding their name from Americana Language Program to Intensive English Program for better marketing purposes.
- Streamline their in their marketing strategies for the services they actually have.
- Continue their strategies as they are.
- Full time faculty need to bring up attendance for faculty development to 100%.

Mass Communication Program Presentation

Lisa Elliott presented a summary of the mass communication program options and courses.

- Ms. Elliott went on to discuss the class fill rates which have increased each year to meet 75% for 2013-14. They are submitting grant this week.
- Focusing more on fill rate- offering fewer sections of classes less frequently
- COMM 1335 no longer offered. It doesn’t transfer to UTEP or NMSU
- COMM 1307: Mass media and society is part of new Core Curriculum. Working to offer this class in other campuses.
- They are planning to focus on promoting classes throughout all campuses.

The major benefit of the communication program is that they are very involved with the community.

1. They collected 30 baskets for Violence against women.
2. EPCC Dangerous Radio whereby students try new things on radio.
3. Tejano Tribune whereby student broadcast the student news.
4. Video projects are supported.
5. Personal pieces have been done by Biology clubs. Etc.
6. Last spring they did some videos presented in theatres before some movies.

Voting of Viability of Program:

The Program Review Committee unanimously voted that the Communication Program is viable. The following recommendations were made:

- Marketing with Work with Curriculum office.
- Continue to manage your offerings for the outcomes of the fill rates and enrollments trends.
- Stay informed and in touch with coordinating boards about updates that will make adjustment to the discipline in 2015.

Adjournment: The meeting was adjourned at 5:21 p.m.

Recorded and Submitted by: Maria Ramos, Program Review Committee.
May 1, 2014
Valle Verde Campus, B-240

Members Present: Dale Hougham; Dr. Ron Stroud; Jaime Farias; Dr. Katherine Kelley; Barry Bogle; Andrea Ceron; Becky Hancock; Maria Ramos-Gonzalez; Christian Servin; Linda Chamblin; Patricia Islas; Rebecca McGill; Margie Nelson-Rodriguez; Mauricio Rodriguez; and Becky Perales.

Members Absent: Douglas Schirmer; Daryle Hendry; Laura Telles; Martina Arriaga; Enid Cordova; Manuel Torres; Steve Smith; Dr. Carina Ramirez; and Maria Lopez. Laura Telles; Irene Gurany Garcia; Sara Martinez; Barbara Williams; and Richard Bahena.

Guests Present: Susanna Rodarte and Tom Meyers.

I. Call to Order: The meeting was called to order by Linda Chamblin, Chair, at 3:18 p.m.

Establish Quorum: Quorum was established with 11 voting members present.

II. Minutes for April 22, 2014: Minutes were approved for April 22, 2014 with one correction. Change members absent name Rodriquez to Rodriguez: Change the q to g.

III. Information: Linda announced that this is the last Program Review meeting for the academic year 2013-14.

IV. Old Business: Andrea Ceron volunteered to be next year’s secretary. The committee voted, it was unanimously approved.

V. New Business: Dr. Carol Kay gave a presentation about the way the full time/part time faculty ratios are made. She asked that the committee consider changing the calculations for Full time/Part time faculty ratios as currently calculated. The change to consider is to exclude the high school teachers at the early college high school and dual credit from the calculations and asked that the committee make a recommendation to the president of the College for the change. A motion was made to do so and the committee voted, it was unanimously approved.

Update on the Anthropology and Geography Plan of Improvement:

Dean Rodarte and Professor Meyers reported that they made the required recommendation that the committee gave them last year that changed their unmet indicators to as now being met. The committee voted that these courses was viable and recommended that they keep doing what they have been doing to maintain improvements that were made.

Adjournment: The meeting was adjourned at 3:52 p.m.

Recorded and Submitted by: Maria Ramos, Program Review Committee.
February 27, 2013  
Valle Verde Campus, B-240

Present: Yolanda Ahner, Jaime Farias, Daryle Hendry, Katherine Kelley, Ron Stroud, Martina Arriaga, Linda Chamblin, Enid Cordova, Charles Fitzgerald, Irene Gurany-Garcia, Becky Hancock, Patricia Islas, Rebecca McGill, Margie Nelson Rodriguez, Becky Perales, Maria Prospero, Mauricio Rodriguez, Olga Valerio, Elaviano Willars, Barbara Williams

Absent: Dale Hougham (called), Josette Shaughnessy (called), Steve Smith (called), Maria Lopez, Sara Martinez (called), Carina Ramirez (called), Maria Ramos, Manuel Torres, Grace Vaughn (called)

The meeting was called to order by Becky Perales at 2:40 p.m.

Establish Quorum: Quorum was established with 15 voting members present.

Selection of Co-Chair and Secretary: Linda Chamblin was elected co-chair. Grace Vaughn was selected as secretary.

Update of Program Review Procedures: Ron Stroud went through the Program Review Procedures and the Program Review Report. The Program Review report looks at viability and quality indicators. Five programs need to be reviewed this year. The programs this year are Advanced Technology Industrial Manufacturing Technology, Allied Community Health Services, Americana Language Programs, Anthropology and Kinesiology. These all have a viability score of 50% or less. Some of the unmet indicators are class fill rate and enrollment trends.

Yolanda Ahner expressed concern about the Advanced Technology program being up for review. She had previously asked the committee to consider credit and non-credit students in the ATC. This has been an issue that comes up frequently on how to handle concurrent students. It was suggested that she go to the President for a final ruling on this issue.

Suggested Meeting Dates for Review: Suggested dates for the next meetings are March 13th, March 27th, April 10th and April 24th. Becky Perales will send an e-mail once these dates are confirmed.

Adjournment: The meeting was adjourned at 3:30 p.m.

Submitted by Becky Hancock
Members Present:
Martina Arriaga; Linda Chamblin; Enid Cordova; Charles Fitzgerald; Patricia Islas; Sara Martinez; Rebecca McGill; Becky Perales; Maria Prospero; Manuel Torres; Olga Valerio; Grace Vaughn; Elaviano Willars; Barbara Williams.

Members Absent:
Irene Gurany-Garcia; Becky Hancock; Maria Lopez; Margie Nelson Rodriguez; Carina Ramirez; Maria Ramos; Mauricio Rodriguez.

Resource Members Present:
Yolanda Ahner, Dr. Jaime Farias, Dale Hougham, Dr. Katherine Kelley, Dr. Ron Stroud.

Resource Members Absent:
Daryle Hendry, Douglas Schirmer, Josette Shaughnessy (Laura Telles, Director of Budgets, attended for Josette), and Steve Smith.

Guests Present:
Tonie Badillo; Robert Femat; Rick Webb and Laura Telles.

Call to Order:
The meeting was called to order by Becky Perales, Chair, at 2:30pm.

Establish Quorum:
Quorum was established with 14 voting members present.

Update of Kinesiology Program: Becky Perales
Becky Perales reviewed the history of the Kinesiology Program for the committee.

- Kinesiology was reviewed by Program Review in 2003; 2004; 2005; 2006; 2012.

Update of Kinesiology Program: Dr. Katherine Kelley

- Kinesiology could be utilized as a one hour lab for the Math and Science Disciplines for the new Core Curriculum beginning in the Fall 2014;
- Kinesiology is not offered in any degree plan;
- Kinesiology is not offered as an elective in any degree plan;
- Kinesiology courses are courses that are not covered by Financial Aid and therefore are courses covered by the student.

Update of Kinesiology Program: Tonie Badillo; Robert Femat; and; Rick Webb:

- A PowerPoint Presentation was presented with Kinesiology Program history and statistics;
- Kinesiology Course offerings include: Basketball; Conditioning; First Aid & Safety; Foundations of Kinesiology; Jogging; Principles of Wellness; Safety; Soccer; Weight Training; and Volleyball; Course not offered in Kinesiology include: Martial Arts; and Swimming;
- Kinesiology most popular course include: First Aid & Safety;
- Kinesiology Courses: Foundations of Kinesiology, First Aid & Safety fill at 100% with a total of 10 - 12 sections;
- Kinesiology courses First Aid & Safety are utilized by the Fire Tech Program;
- Active lifestyles are promoted through our QEP which Kinesiology provides.
Funding for Kinesiology Program

- Expenses:
  - Not reimbursed for outside groups (ie – Golden Glove Boxing; Cheerleading) who utilize gym and Department monies;
  - Costs for new, repair, and replacement costs for equipment are absorbed by Kinesiology Department;
  - Salaries of two full-time Instructors and the Athletic Director are covered by the Kinesiology Department.

Voting of Viability of Program

The committee voted that the Kinesiology Program is viable under the following conditions:

1. Kinesiology Program reduce the number of sections offered;
2. Kinesiology Program “market” the program;
3. Kinesiology Program increase the concurrent classes with the Continuing Education side;
4. Kinesiology Program evaluate the responsibility of the costs incurred by the Department from outside use;
5. Kinesiology Program work across disciplines to tap into the one hour labs needed by other programs;
6. Kinesiology Program request to be added the core curriculum after the Fall 2014.
7. Kinesiology Department is to make these decisions by October 1, 2013.

A motion was made by the entire voting committee present that the Kinesiology Department was a viable Program for the College and should continue service to the College and its supporting programs.

Minutes for the February 27, 2013

- Minutes were approved with the following change:
  - Dale Hougham reported that he did call in his absence for the February 27, 2013 meeting. The minutes will be changed to reflect this.

Advanced Technology Center (ATC) Update-Yolanda Ahner:

- ATC considers credit and non-credit students. This has been an issue that comes up frequently on how to handle concurrent students.
- It was stated that the ATC is very responsive to the needs of the community;
- Service to the students enrolling in classes at the ATC is on a “first come first serve” basis.

Future Meeting Dates for Program Review:

- April 17, 2013; Reviewing of Allied Community Health Services Program;
- April 24, 2013; Reviewing of Anthropology/Geography Program and American Language Programs; Possible review of the Advanced Tech. Industrial Manufacturing Tech.
- April 25, 2013 Luncheon at 11:30 a.m. hosted by Mr. Steve Smith, VP of Instruction. (We will receive an invitation from Steve Smith’s office with location and confirmed date and time.)

Adjournment:

The meeting was adjourned at 5:00 p.m.

Recorded and Submitted by:

Grace Vaughn, Secretary, Program Review Committee.
April 17, 2013
Valle Verde Campus, B-240

Members Present:
Martina Arriaga; Enid Cordova; Charles Fitzgerald; Irene Gurany-Garcia; Becky Hancock; Patricia Islas; Sara Martinez; Rebecca McGill; Margie Nelson Rodriguez; Becky Perales; Maria Prospero; Maria Ramos; Mauricio Rodriguez; Olga Valerio; Elaviano Willars; Barbara Williams

Members Absent:
Maria Lopez; Carina Ramirez; Grace Vaughn; Linda Chamblin; Manuel Torres

Resource Members Present:
Dale Hougham; Dr. Ron Stroud; Douglas Schirmer

Resource Members Absent:
Daryle Hendry; Josette Shaughnessy; Steve Smith; Dr. Jaime Farias; Yolanda Ahner, Dr. Katherine Kelley

Guests Present:
Dr. Paula Mitchel, Leticia Flores, Souraya Hajjar

Call to Order:
The meeting was called to order by Becky Perales, Chair, at 2:40 p.m.

Establish Quorum:
Quorum was established with 16 voting members present.

Update of Fill Rate for Allied Community Health Services Program (ACHSP): Doug Schirmer
Doug Schirmer discussed the fill rates report for the ACHSP.

- No enrollment after Spring 2011 (Leticia Flores was on FMLA)
- All classes since then were paid per head
- Class sizes are limited due to special criteria for enrollment; therefore classes show a 100% fill rate.

ACHSP Program: Lety Flores
- A PowerPoint presentation was presented with ACHSP history and statistics.
- Graduates provide information on disease prevention and health promotion to the community.
- ACHSP offerings include: Basic Public Health Education, Ethics, Advocacy, Health Promotion, Environmental Health, Computers and more.
- Community Health Workers (CWS’s) are recognized by US Department of Labor, legislature and others.

Issues of ACHSP: Lety Flores
- Low enrollment
- Some students have language barriers and have trouble finding employment.
- Loss of PELL grant for 1 yr. Certificate programs
- Some graduates have volunteer or low-paying positions.
- Other entities are offering free training programs.
Recent Actions by the ACHSP: Lety Flores

- Changed program name to encourage enrollment – now named *Allied Community Health Services*.
- On-line courses developed to increase enrollment.
- EPCC increased media promotion with flyers, billboards, etc.
- Promotion to District Counseling – meeting with Counseling Coordinators.

Options for the ACHSP: Lety Flores

- Monitor new credit courses Fall 2013.
- Convert program to Continuing Education
- Offer courses as Continuing Education and no program

Voting of Viability of Program

The committee voted that the ACHSP is not viable and made the following recommendations:

1. Convert program to Continuing Education and if the program grows, pursue credit program at a later date.
2. Add a language component to the program.
3. Increase the TABE (Test Adult Basic Education) minimum score to the 8th grade level prior to enrollment.
4. Seek partnerships with outside organizations that provide funding/grants.
5. Provide documentation to Curriculum Office to “deactivate” program.

Future Meeting Dates for Program Review:

- April 24, 2013; Reviewing of Anthropology/Geography Program and American Language Programs; Possible review of the Advanced Tech. Industrial Manufacturing Tech. Becky will contact Vice President Yolanda Ahner to find out the status of her discussions of the PRC Procedure with Vice President Steve Smith and Dr. Serrata.
- April 25, 2013 Luncheon at 11:30 a.m. hosted by Mr. Steve Smith, VP of Instruction at ASC A 601 (STS Lab).

Adjournment:

The meeting was adjourned at 4:30 p.m.

Recorded and Submitted by:

Becky Hancock, Program Review Committee.
April 24, 2013
Valle Verde Campus, B-240

Members Present:
Martina Arriaga; Linda Chamblin; Enid Cordova; Charles Fitzgerald; Irene Gurany-Garcia; Sara Martinez; Rebecca McGill; Margie Nelson Rodriguez; Becky Perales; Maria Prospero; Maria Ramos; Mauricio Rodriguez; Olga Valerio; Grace Vaughn; Elaviano Willars; Barbara Williams.

Members Absent:
Becky Hancock; Pat Islas; Maria Lopez; Carina Ramirez; Manuel Torres.

Resource Members Present:
Yolanda Ahner; Dr. Jaime Farias; Daryl Hendry; Dale Hougham; Dr. Katherine Kelley; Doug Schirmer; Dr. Ron Stroud.

Resource Members Absent:
Josette Shaughnessy; Steve Smith.

Guests Present:
Stacy Mayo; Tom Myers; Susana Rodarte; (Anthropology/Geography).
Lucy Flores; Monica Kapadia; Claude Mathis; (American Language Program).

Call to Order:
The meeting was called to order by Becky Perales, Chair, at 2:38 p.m.

Establish Quorum:
Quorum was established with 16 voting members present.

Program Presentation - Anthropology/Geography

Presentation and Review of Anthropology/Geography: Ms. Susana Rodarte, Dean, Mr. Tom Myers, Instructor, and Ms. Stacy Mayo, Coordinator.

Discussion of Anthropology/Geography Included:

- There is only 1 full-time and 1 part-time instructor in the Program District wide;
- The majority of sections that did not meet optimum fill rates have been cancelled or moved to alternative times/days to increase fill rates;
- Several sections that did not meet optimum fill rates from Fall 2009 to Spring 2012 increased to 75% or higher for Fall of 2012 to Spring 2013;
- Program is looking for alternative times/days and alternative formats to offer these sections;
- Program is proactive in monitoring enrollment management;
- Section not meeting optimums levels was a Distance Education Course offered via teleconference at Mission del Paso Campus.
Discussion Comments by Dr. Katherine Kelley:

- Anthropology could be retained for the proposed new core;
- There is no degree plan for Anthropology/Geography;
- Can be an elective in the Associates of Arts in History.

Recommendations for Anthropology/Geography

1. Decrease the number of sections being offered in Anthropology/Geography Program and offer ghosted classes after other classes fill;
2. Continue recruitment for the Anthropology/Geography Program.

A motion was made and carried that the Anthropology/Geography Program is viable and should continue.

Program Presentation – Americana Language Program

Presentation and Review of the Americana Language Programs: Mr. Claude Mathis, Dean; Ms. Lucy Flores; Ms. Monica Kapadia.

Discussion of the Americana Language Program included:

- Americana Language Program includes the ESL Programs (Academic Track, Intensive, and Conversation ESL); Foreign Languages (Spanish, German, French, and Chinese); GED Classes (English and Spanish);
- Some classes are changed to larger classrooms to accommodate students; (Classes with 17-21 students in rooms with capacities 12/21 for a 75% < 16/27 x 100% fill rate> fill rate;
- Instruction of languages requires smaller classes;
- Upper levels have limited enrollments. (Students need to complete Level 6 in Program to transition to credit classes);
- ESL for Children and Teens Program closed in 2011;
- Management/Staff Transition;
- US Immigration and Customs are requesting classes.

Strategies considered by Americana Language Programs:

- Restructure program to better meet the needs of the programs;
- Cancel classes that do not meet enrollment standards;
- Marketing/Recruitment Plan developed by Program;
- Internal collaborations with Program are ongoing;
- Developing a partnership with the Commission of English Language Programs.

Recommendations for American Language Programs.

1. Collaborate with the Workforce Division, Continuing Education, and GED Programs, to reduce the duplication of courses and increase enrollments;
2. Identify enrollment management by identifying sections student can support with the Continuing Education Program to prepare ESL students concurrently;
3. Recommend the tracking of students from Americana Language Programs to credit programs and other programs at the College.

A motion was made and carried that the Americana Language Program is viable and should continue.

Minutes for April 3, 2013

- Minutes were approved with the following change:
  - Update of Kinesiology Program: Dr. Katherine Kelly:
  - Minutes to reflect the change of “courses that are not covered by Financial Aid and therefore are courses covered by the student”.

EPCC does not discriminate on the basis of race, color, national origin, religion, gender, age, disability, veteran status, sexual orientation, or gender identity.
Minutes for April 17, 2013

- Minutes were approved with the following change:
  - Provide documentation to Curriculum Office to “deactivate” program.

A motion was made by Olga Valerio and seconded by Mauricio Rodriguez to approve the April 3, 2013, and April 17, 2013 minutes to reflect the above changes.

Status Update of Advanced Technology Industrial Manufacturing Technology: Yolanda Ahner

- Yolanda Ahner stated that Mr. Steve Smith, Dr. Jaime Farias, and she would meet to review the procedures on May 6, 2013. She also stated that she would provide the Committee with information when she receives it.
- Yolanda Ahner also requested that any review of the Advanced Technology Industrial Manufacturing be postponed until Mr. Steve Smith, Dr. Jaime Farias, and she have reviewed the Program on May 6, 2013.

A motion was made by Margie Nelson Rodriguez and seconded by Irene Gurany-Garcia to wait to review the Advanced Technology Industrial Manufacturing Technology Program until more information is brought before the Program Review Committee after the May 6, 2013 meeting with Mr. Steve Smith, Dr. Jaime Farias, and Ms. Yolanda Ahner. The motion passed unanimously.

Program Review Committee Procedure

- Becky Perales asked the Committee to review the Program Review Procedure and send in changes, comments, etc. so that changes may be compiled.

Program Review Committee Luncheon

- Becky Perales reminded the Program Review Committee that all members were invited to a Luncheon on Thursday, April 25, 2013 at 11:30 a.m. at the ASC, Building A in Room 601.

Adjournment:

The meeting was adjourned at 5:15 p.m.

Recorded and Submitted by:

Grace Vaughn, Secretary, for Program Review Committee.
Members Present:
Martina Arriaga; Linda Chamblin; Enid Cordova; Irene Gurany-Garcia; Margie Nelson Rodriguez; Becky Perales; Maria Ramos; Mauricio Rodriguez; Grace Vaughn; Barbara Williams.

Members Absent:
Charles Fitzgerald; Becky Hancock; Patricia Islas; Maria Lopez; Sara Martinez; Rebecca McGill; Maria Prospero; Carina Ramirez; Manuel Torres; Olga Valerio; Elaviano Willars.

Resource Members Present:
Yolanda Ahner; Dale Hougham; Doug Schirmer; Dr. Ron Stroud; Laura Tellez.

Resource Members Absent:
Dr. Jaime Farias; Daryl Hendry; Dr. Katherine Kelley; Josette Shaughnessy; Steve Smith.

Call to Order:
The meeting was called to order by Becky Perales, Chair, at 2:40 p.m.

Establish Quorum:
Quorum was established with 10 voting members present.

Minutes for April 24, 2013:
- Minutes were approved with the following change:
  - Correct the Spelling of Member Name: Margie Nelson Rodriguez (No hyphen between last names and in Rodriguez “q” should be changed to “g”).

Election of Program Review Committee Secretary for 2013 – 2014 Academic Year
Ms. Becky Perales reminded the Program Review Committee that the current Program Review Committee Secretary, Grace Vaughn, would no longer be on the Program Review Committee effective September 1, 2013 and therefore the Program Review Committee should consider electing a Secretary. It was decided that since new members would be assigned to the Program Review Committee effective in August, we would not elect a secretary but ask for a volunteer. Margie Nelson Rodriguez volunteered to take the minutes for the first official meeting of the PRC until a “new Secretary” could be set in place for the position.

Review Program Review Procedure
The Program Review Procedure was reviewed by the Program Review Committee and the changes recommended by the Committee will be reflected in the DRAFT procedure. The procedure needs to be brought before the Cabinet and President, and if desired by the President, sent out for review by the College community for 21 days before the recommended changes, if accepted by the President, are finalized.

Program Review Orientation
Announcement made at the June Meeting: Mark your calendar for Tuesday, August 20, 2013 from 9:00 – 10:00 at the Valle Verde Campus for the Program Review Orientation.
Other Business

Becky provided the following updates to what had transpired since the April 24th meeting of the Program Review Committee.

Recommendations Update:

The President supported the Program Review Committee’s recommendation to deactivate the ACHS Program. A memo informing Dr. Paula Mitchell of the President’s recommendation was sent on May 25, 2013.

Plan of Action Objectives for 2013 – 2014:

1. Review and revise the Program Review Procedure.
2. Review the evaluation criteria and viability indicators to ensure the information being analyzed measures the viability of the program.
3. Develop a template for a standardized program presentation. The template should include the list of topics on page 5 for the Procedure (Section III. E.).
4. Research and develop (if needed) criteria for course(s) within a discipline that do not have a program.

Adjournment:

The meeting was adjourned at 4:10 p.m.

Recorded and Submitted by:

Grace Vaughn, Secretary, for Program Review Committee.
November 30, 2011
Valle Verde Campus, B-240

Present: Carmen Attar, Enid Cordova, Marta de la Fuente, Jan Eveler, Jaime Farias, Charles Fitzgerald, Becky Hancock, Dale Hougham, Patricia Islas, Katherine Kelley, Ibrahim Khattab, Maria Lopez, Margie Nelson, Maria Prospero, Lesley Pullen, Mauricio Rodriguez, Doug Schirmer, Ron Stroud, Manuel Torres, Olga Valerio, Grace Vaughn, Elaviano Willars, Barbara Williams

Absent: Yolanda Ahner, Jerome Fulton, Lourdes Garcia, Daryle Hendry, Carina Ramirez

The meeting was called to order by Elaviano Willars, Chair, at 2:46 p.m.

Introduction of Members

Committee members introduced themselves, and a quorum was established.

Approval of Minutes

The minutes of the April 20, 2011 meeting were approved as presented.

There was a question about the minutes under Other Business regarding the concurrent figures for credit and continuing education courses. Continuing Education classes do not have the same identifiers as their credit counterparts, so it is not possible at this time to cross reference these students. CE needs to work on having the same CRNs in order for this to happen. Fill rates are being met, but it does not appear that way due to this issue.

Election of Co-Chair and Secretary

Ibrahim Khattab and Grace Vaughn will be the co-chair and secretary respectively for the 2011-2012 year.

Task Force for Developmental Reading and Mathematics

This task force is needed to identify indicators for these courses. Volunteers are Doug Schirmer, Dale Hougham, Katherine Kelley, and Carmen Attar.

Discussion of the Program Review Process

Ron Stroud discussed the changes in the Program Review Report. The previous reports were generated from Microsoft Access and have been imported into the TracDat database. The complete reports are now available online since the printed version is now too lengthy to incorporate into binders as was done in previous years.

Information was provided to members about the Program Review Process. Doug Schirmer produces data from Banner regarding enrollment trends, fill rates, sections taught by full-timers, etc. Institutional Research is responsible for providing all data. The Program Review report looks at viability and quality indicators. The committee is proactive with an approach to helping disciplines identify problems and work on improving those problems. Recommendations are made on how to strengthen the programs if possible.

Three programs need to be reviewed this year. The number of programs in need of review has consistently gone down. The programs this year are Theater, Fashion Technology, and Advanced Technology Industrial Manufacturing Technology. Theater, which was recently changed from Drama, has a viability score of 50%. Some of the unmet indicators are class fill rate and enrollment trends. Advanced Technology Industrial Manufacturing has a longer report due to it being a Career and Technical Program, and these programs have more specific indicators such as advisory committees and workforce demand.
Technology has a high viability score but does not have a high enough graduation rate or student success rate, specifically student employment.

Due to many committee members needing to attend the Board of Trustees’ meeting, scheduling of the programs for review before the committee was postponed until the February meeting. That meeting will be Wednesday, February 15 at 2:30 p.m. in Valle Verde B240.

There being no further business, the meeting was adjourned at 3:47 p.m.
Present: Yolanda Ahner, Carmen Attar, Jaime Farias, Dale Hougham, Patricia Islas, Katherine Kelley, Ibrahim Khattab, Margie Nelson, Lesley Pullen, Mauricio Rodriguez, Doug Schirmer, Ron Stroud, Manuel Torres, Olga Valerio, Elaviano Willars, Barbara Williams

Absent: Enid Cordova, Marta De la Fuente, Charles Fitzgerald, Jerry Fulton, Lourdes Garcia, Becky Hancock, Daryle Hendry, Maria Lopez, Maria Prospero, Carina Ramirez, Grace Vaughn

Guests: Francine Jefferson, Claude Mathis, Lisa McNiel, Joyce Ritchey, Keith Townsend, Patricia Winstead

The meeting was called to order by Elaviano Willars, Chair, at 2:43 p.m.

Due to time constraints, the approval of the minutes was postponed in order to get immediately to the review process.

Theater Review

Claude Mathis, Dean of Communications and Performing Arts at Valle Verde, Lisa McNiel, District-wide Theater Coordinator, and Keith Townsend, District-wide Theater Coordinator/Transmountain Forum Theater Manager provided information about the unmet indicators for this area which include Class Fill Rate, Enrollment Trends, Revenue Sufficiency, and Full-time Faculty Development.

The Drama Department was reorganized into Theater and Speech which has helped this program meet their viability indicators. Specifically addressed was the Class Fill Rate, which from 2009 to 2011 has begun to increase. Strategies used included consolidating classes that were not meeting enrollment requirement. Classes such as Voice need the optimum level reduced from 35 to 12 since this is a performance based class. Enrollment trends in the past were not met. This has changed since the technical aspect has been included in the reorganized program. Online Introduction to Theater classes are also being developed as well as offering classroom Introduction to Theater at each campus. Recommendations in the past included combining drama with other classes, and this has been done. Six recommendations from 2008-2009 have been accomplished and are on-going, including tracking and mentoring of majors. The recommendation for a new facility is not possible at this time due to budget issues; however the Transmountain Forum has been renovated. Publicity is being displayed throughout the community including the El Paso Times and a billboard on I-10.

Recommendations:

This program was determined to be viable, and the following recommendations were offered:

- Continue to promote the program
- Look at offering an Associate’s of Fine Arts
- Continue recruitment at NSOs and area high schools
- Continue working with counselors to include as elective courses

Advanced Technology Industrial Manufacturing Technology Review

Olga Valerio, Executive Director of ATC and Francine Jefferson, Workforce Development Specialist addressed concerns with this program. This is the third time the program has come before the Program Review Committee. Graduate/fill rate has increased since last year with 46 graduates. Course offerings have been minimized as a way to improve fill rate. The percentage is at 79 and needs to be at 80. The lack of a full-time faculty member is still a concern. This position has been advertised nationally four times. It is very difficult to find someone who can teach in all areas at the salary offered. Having a full-time faculty member is a priority. The major issue with the fill rate is due to many students going into co-ops when they are halfway through their program. Many are looking only for specialty courses to enhance their work skills. Many companies recruit and students leave the program in order to be employed. Fewer students are starting the program at the beginning. The program is considered successful because students are being employed. No dual credit is offered at this time since an instructor who knows robotics is required. Advertising of the program is being done such as having billboards along I-10.

Questions were raised about what is being done to meet the fill rate requirements. The fill rate went up because the number of course offerings went down. The issue of continuing education students versus credit students is also still an issue. Often students
are lost in the last three courses before completing their degrees; however, more students are now applying for graduation. Courses are scope and sequence, so pre-requisites are required. The structure of the program cannot be changed. The program’s advisory committee has recommended telling students at the beginning the importance of a degree. Certificates of Completion are already in place so these students are counted as completed but not graduated.

Recommendations:

This program was determined to be viable, and the following recommendations were offered:

- Make changes to help students complete degrees including co-ops with employers and partnerships with companies
- Investigate what other community colleges are doing
- Experience through CLEO to help complete degrees
- Continue seeking full-time faculty for SACS requirements
- Fields that require licensure for state or national registry must complete the required degree plan
- Restructure courses to increase credits per course
- Restructure focus on Certificate of Completion rather than Associate’s Degree

Fashion Technology Review

Joyce Ritchey, Designated Dean and Patricia Winstead, District Coordinator represented this program. Incorrect information was reported and that data has been corrected. The program has met the viability factors and does not need to be reviewed.

Concern was expressed regarding the incorrect information. It was suggested that access to information, such as getting a list of graduates each semester, be made easier in the future. It was recommended that Institutional Research needs to be aware of this issue so similar situations do not occur in the future. The Program Review Committee does not oversee the information reported.

There being no further business, the meeting was adjourned at 4:50 p.m.
October 20, 2010
Valle Verde Campus, B-240

Present: Yolanda Chavez Ahner, Richard Bahena, David Brown, Marta de la Fuente, Lourdes Garcia, Dale Hougham, Antonio Juarez, Carol Kay, Katherine Kelley, Sue Pratt, Blayne Primozich, Maria Prospero, Lesley Pullen, Carina Ramirez, Nader Rassaei, Doug Schirmer, Ron Stroud, Grace Vaughn, Olga Valerio, Jennifer Whitaker, Elaviano Willars

Absent: Carmen Attar, Jerome Fulton, Daryle Hendry, Laura Rosales, Steve Smith, Charla Strosser, Carmen Thompson, Deirdre White

I. Call to Order

No quorum was established so an information meeting was called to order by Sue Pratt, Chair, at 2:30 p.m.

II. Establishment of a Quorum

It was suggested that future meeting times be changed from 2:00 to 2:30 rather than 3:00. This would still allow faculty time to get to the meetings, and when the programs come in for review, the extra 30 minutes will be needed for presentations and deliberations.

III. Approval of Minutes

Corrections regarding attendance will be made at the next meeting.

IV. Discussion of Election of Secretary

Postponed until the next meeting.

V. Discussion of Election of Co-Chair

Postponed until the next meeting.

VI. Discussion Regarding Program Review Process

Information was provided to new members about the Program Review Process. Doug Schirmer produces data from Banner regarding enrollment trends, fill rates, sections taught by full-timers, etc. Institutional Research is responsible for providing all data. The Program Review report looks at viability and quality indicators. The committee is proactive with an approach to helping disciplines identify problems and work on improving those problems. Recommendations are made on how to strengthen the programs if possible. It was originally meant to be faculty driven and seen as a mentoring instrument.

A quorum was established at 2:48 p.m.

Status of Program Review Report: Ron Stroud provided a handout with the Proposed Student Learning Outcomes Measure for the Program Review Procedure. It states, “In the first year (2009-2010) of the 2-year start-up cycle (2009-2011), has the program drafted, selected a method of assessment, conducted assessment, reviewed findings and made recommendations concerning a minimum of its active Student Learning Outcomes measures?” This will be the last indicator on the report, and the answer will be yes/no only.
Status of Revenue Sufficiency Calculations for American Language Program: There was some question about what formula to use for these calculations.

A motion was made and seconded that for informational purposes only for this year’s report, that the calculation be made using the credit formula and also the credit formula minus overhead.

The motion was approved unanimously.

VII. Discussion Regarding the Early Alert Letter

This item was postponed until the next meeting.

VIII. Discussion and Action Regarding the Establishment of Program Review Resource Committees

There are many requests for the chair and co-chair to help programs before they come before the committee. Volunteers were requested to help with this. Yolanda Chavez Ahner, Richard Bahena, Antonio Juarez, Katherine Kelley, Maria Prospero, Nader Rassaei, Olga Valerio, Grace Vaughn, Jennifer Whitaker, and Elaviano Willars volunteered.

IX. Other Business – none

X. Next Meeting

A motion was made and seconded to move the next meeting time to 2:30. Motion was approved unanimously. The next meeting will be Wednesday, November 3 at 2:30 in Valle Verde B240.

The meeting was adjourned at 3:25 p.m.

Recorded and submitted by Lesley J. Pullen
Present: Yolanda Chavez Ahner, Richard Bahena, David Brown, Marta de la Fuente, Lourdes Garcia, Dale Hougham, Antonio Juarez, Carol Kay, Katherine Kelley, Sue Pratt, Blayne Primozich, Maria Prospero, Lesley Pullen, Carina Ramirez, Nader Rassaei, Doug Schirmer, Ron Stroud, Grace Vaughn, Olga Valerio, Jennifer Whitaker, Elaviano Willars

Absent: Carmen Attar, Jerome Fulton, Daryle Hendry, Laura Rosales, Steve Smith, Charla Strosser, Carmen Thompson, Deirdre White

I. Call to Order
The meeting was called to order by Sue Pratt, Chair, at 2:42 p.m.

II. Establishment of a Quorum
Eleven members are needed to establish a quorum.

III. Approval of Minutes
The minutes of the October 20, 2010 meeting were approved with the correction of the spelling of Americana Language Program.

IV. Discussion of Election of Secretary
A motion was made and seconded that Lesley Pullen will serve as secretary, and Jennifer Whitaker will serve as back up. Motion approved unanimously.

V. Discussion of Election of Co-Chair
A motion was made and seconded that Elaviano Willars will serve as co-chair. Motion approved unanimously.

VI. Discussion Regarding Program Review Process
Ron Stroud provided information regarding the 2010-2011 year which is the Program Review’s eighth year. Information included observations, enrollment trends, and viability scores. This year there are only six programs up for review. This is the lowest number ever although some programs have come before the committee in previous years. The report itself covers five years, and all data in the report covers an average or summation. This year’s report ends on August 31, 2010.

It was noted that technical and health professions have many more measures for viability/quality.

Accreditation was also discussed. It was explained that accreditation comes from the Coordinating Board using national standards.

Revenue sufficiency is also a concern especially that the budget written was not valid since it appears that Developmental English and Developmental Math are not being evaluated appropriately. It was mentioned that the budget was to be split between the two developmental course loads. It was questioned if the programs should be evaluated together. Revenue sufficiency could be looked at both short term and long term.

Katherine Kelley discussed the new issue with Mathway.

Another issue discussed was understanding the actual expenditures for Americana Language Program. Carol Kay reported that what is needed for evaluation is a useful, accurate indicator for the budget. Discussion was held for promoting a fair and equitable way to measure programs for people across the board regarding revenue sufficiency.

It was suggested that a subcommittee be created to look in to this matter. A motion was made and seconded to form a subcommittee. Volunteers for this subcommittee include Blayne Primozich, Carol Kay, Jerry Fulton, Sue Pratt, and Elaviano Willars.
Dr. Stroud discussed the SACS mode and reported that ESLOs are cyclical. Concern was expressed about the SLOs being included as indicators. Viability versus quality of instruction were discussed. It was suggested that a program’s passing viability scores would not need to be evaluated by the Program Review Committee; however, the SLOs are on the evaluation even if nothing is being done. SACS requires that SLOs are present.

The committee agreed that the specifics of the SLOs and the question of the SLOs being a viability indicator versus a quality indicator needs to be clarified by Dennis Brown. It was suggested that the committee ask Dr. Brown to attend the next meeting and review what the intentions were for the SLOs.

Fields of study and interdisciplinary degrees are not evaluated by the committee.

Data collection was discussed, and the question was raised about what should be done with data that is not sufficient. The difficulties of collecting data from the graduate surveys was discussed. There is data for all disciplines this year.

Faculty development issues were also discussed. Questions were raised regarding the measurement of faculty development for people on sabbatical, as well as faculty in technical fields wishing to get credit away from EPCC. Cosmetology and massage therapy faculty are teaching and cannot attend faculty development in the designated timeframe. Counselors are also not able to participate in the designated timeframe. It was questioned whether the whole semester could be included when acquiring credits for faculty development.

A motion was made and seconded that EPCC should base the indicator on two weeks per semester for faculty development. Motion carried

It was mentioned that Advisory Committee surveys have been turned in up to two years late when all surveys should have been turned in by August 31, 2010. It was felt that the deans should be informed and the policy should be enforced as written. A suggestion was made that a written notification be sent to deans and supervisors.

A motion was made and seconded that if the reports are not submitted in a timely manner, and by the deadline of August 31 of each year, then the composite report will be compiled without the data.

Yolanda Chavez Ahner asked the committee to consider credit and non-credit courses in the ATC. This has been an issue that comes up frequently on how to handle concurrent students.

A motion was made and seconded to support this suggestion.

VII. Discussion Regarding the Early Alert Letter

Information was requested regarding the wording and submission of the early alert letter specifically when the letters should be sent out. The letters will be sent out to instructional coordinators and deans.

VIII. Other Business – No other business.

IX. Next Meeting – Wednesday, February 2, 2011.

There being no further business, the meeting was adjourned at 5:00 p.m.
March 2, 2011
Valle Verde Campus, B-240

Present: Yolanda Ahner, Carmen Attar, Richard Bahena, David Brown, Marta de la Fuente, Dale Hougham, Antonio Juarez, Katherine Kelley, Sue Pratt, Blayne Primozich, Maria Prospero, Lesley Pullen, Carina Ramirez, Nader Rassaei, Doug Schirmer, Steve Smith, Ron Stroud, Carmen Thompson, Olga Valerio, Grace Vaughn, Jennifer Whitaker, Deidre White, Elaviano Willars

Absent: Jan Eveler, Jerome Fulton, Lourdes Garcia, Daryle Hendry, David Henry

Guests: Dennis Brown, Carol Kay

The meeting was called to order by Sue Pratt, Chair, at 2:37 p.m.

Approval of Minutes

The minutes were accepted as presented.

Discussion about SLOs and Other Program Review Issues

SLOs: Dr. Brown gave an overview of the SLO procedure. The college is currently in the second year of a two year cycle. SLOs are part of SACS accreditation for 2012. SACS will be making sure that SLOs are in place, but they will not be critiquing the process or actions. Each discipline was asked to select a minimum of two student learning outcomes. Each outcome does not have to be evaluated every cycle but must be assessed at least once in the cycle. SLOs are characterized as active and must be assessed and reported or as archive which is not on the list right now but are being kept for future reference. The key to SLOs is not just to identify but have a conversation about the assessment. This may result in no changes but could also create recommendations for changes such as in curriculum, ranking, etc. Discussion and recommendations are very important.

In relation to Program Review, the committee is not expected to evaluate assessments, discussions, or pass judgment on SLOs. They are part of the viability indicators with an answer of Yes/No. If an answer of No is given, the committee can ask why this indicator has not been completed.

There was much discussion on why SLOs are in the Program Review Performance Indicators. The committee is not being asked to assess the outcomes, but each discipline is required to have them. By not having SLOs, the discipline will not be meeting one of the indicators.

This year is informational only. It was recommended trying to use SLOs as an indicator. If this does not work, the issue could be re-evaluated. It was questioned if the indicator will ever be anything other than yes/no. There should be no reason why this would ever occur. The committee was reminded that procedures can be changed, so if in the future it is felt that SLOs should not be included, the procedure could be changed.

Developmental Math/English: These two programs have been separated from regular math and English especially regarding revenue sufficiency and fill rate. Overall, the college is looking to decrease enrollment in the developmental programs, and enrollment numbers should not have a negative impact on the programs’ revenue sufficiency. Currently, Developmental Math enrollment numbers are being divided by the number for all math; consequently, the results are showing more money than is really there for the program. There seems to be no way of splitting the budget for these programs. It was suggested that the same approach be used for development programs as is currently being used for the Americana Language Program. Revenue sufficiency is dealing with money after it has been spent, and salary and supply rates cannot be separated. This issue will be revisited.

Chicano Studies: Clarification is needed on whether this is a degree program or field of study. The program does not have numbers to back it up since there is no specific program—every course in that field of study is not unique to the program such as math or history so there is no data for this program.

Program Review does not review field of study programs. This is a topic Dr. Brown will discuss with the deans and provide feedback on how to proceed.

It was suggested that Developmental Math and English not come before the committee since there is no need for advice to change or strengthen the programs.
Americana Language Program will come before the committee.

**Following-Up Concerning Programs in Need of Review/Schedule**

The tentative schedule is

March 23 Administrative Assistant and Advanced Technology Industrial Manufacturing  
April 6 Americana Language Program  
April 13 Chicano Studies

**Other Business**

ATC: Olga and Yolanda will be giving Doug information on concurrent students. ATC has both credit and non-credit students so the numbers are constantly changing. Numbers may not meet viability but programs provide jobs for students in the community. Recommendations from the committee go to the appropriate vice president.

Certificates: Students are currently not applying for different certificates that are available to them. Banner will be inserting information in counseling degree plans and in the catalog that the student needs to apply for eligible certificate. Students who do not complete degrees can still get certificates and those numbers are included in the data.

There being no further business, the meeting was adjourned at 4:30 p.m.
April 6, 2011  
Valle Verde Campus, B-240

Present: Carmen Attar, Marta de la Fuente, Jan Eveler, Daryle Hendry, Dale Hougham, Antonio Juarez, Katherine Kelley, Sue Pratt, Maria Prospero, Lesley Pullen, Nader Rassaei, Doug Schirmer, Ron Stroud, Olga Valerio, Grace Vaughn, Jennifer Whitaker, Deidre White, Elaviano Willars

Absent: Yolanda Ahner, Richard Bahena, David Brown, Jerome Fulton, Lourdes Garcia, David Henry, Blayne Primozich, Carina Ramirez, Steve Smith, Carmen Thompson

Guests: Claude Mathis, Monica Kapadia, Gail Mallinson

The meeting was called to order by Sue Pratt, Chair, at 2:38 p.m.

Approval of Minutes

The following correction was made to the minutes of March 2, 2011:

On page 2 under Developmental Math/English: It was suggested that the same approach be used for developmental programs as is currently being used for the Americana Language Program.

The minutes were approved as corrected.

Other Business

The programs scheduled for review have been notified. It was noted that the College web page list of district wide coordinators is not current. Lupe Silva in Dr. Brown’s office has the current list as does the Curriculum Office.

The next meetings are tentatively scheduled for April 13 and April 20. The final schedule will be forthcoming.

Feedback Regarding Chicana/o Studies and Developmental English/Math

Ron Stroud reported that in future catalogs the Chicana/o Studies program will be listed as a field of study. The committee does not review field of study. The Leadership Team does not feel Developmental English/Math need to be reviewed. Consequently, these three programs will not come before the committee.

Americana Language Program Review

Claude Mathis, Dean of Communication and Performing Arts, Gail Mallinson, Program Manager, and Monica Kapadia, ALP Coordinator provided information about the unmet indicators which were class fill rate and enrollment trends. ALP’s viability score was 33.33.

The Americana Language Program is an Intensive English Program. It is accessible to students worldwide and is a college readiness program. Regarding the class fill rate, the program has been working to get this up to 75 percent. The majority of students are on student VISAs. There has been a huge increase in the fast track program which is a one year program. Due to the class schedule, courses can only be offered in the Americana Language Village. Credit classes are also scheduled in this area. ALP classes run from 8:00 a.m. until 2:00 p.m. There has been tremendous growth in the last three years. Class sizes are 16 and 27 based on classrooms, but class optimum is 27 per the Vice President of Instruction.

The Children’s ESL Program was originally seven levels but is being revised to have Beginning, Intermediate, and Advanced levels. This is a program that lost enrollment after 9/11 and its effects on the bridges.

The Foreign Language program now only offers four levels of Spanish which are at Northwest and Transmountain.

ALP is currently working to find more appropriate classrooms. With the problems in Juarez, it is felt that enrollment in ALP will continue to increase in the fast track and intensive programs, but there would be difficulty in changing class times. The fast track is usually younger students who attend classes six hours a day, five days per week, year round. The intensive program is three hours per day, five days a week.
Regarding Enrollment Trends, both the Children’s and Foreign Language Programs are bringing the numbers down. GED classes are full with waiting lists. This trend is expected to continue.

Recommendations:

This program should continue with the following recommendations:

- This is a Continuing Education Program, and it does need to be flexible regarding offering class schedules at different times.

- Investigate and pursue creative marketing strategies including approaching public schools to recruit for the Children’s Program.

- In regards to revenue sufficiency, fill rate should be a priority.

- Continue working on options for available classrooms.

There being no further business, the meeting was adjourned at 4:05 p.m.
April 13, 2011
Valle Verde Campus, B-240

Present: Yolanda Ahner, Richard Bahena, David Brown, Marta de la Fuente, Jan Eveler, Dale Hougham, Antonio Juarez, Katherine Kelley, Sue Pratt, Maria Prospero, Lesley Pullen, Nader Rassaei, Doug Schirmer, Ron Stroud, Carmen Thompson, Olga Valerio, Grace Vaughn, Jennifer Whitaker, Deidre White, Elaviano Willars

Absent: Carmen Attar, Jerome Fulton, Lourdes Garcia, David Henry, Blayne Primozych, Carina Ramirez, Steve Smith

Guests: David Wilson, Curriculum Office

The meeting was called to order by Sue Pratt, Chair, at 2:45 p.m.

Approval of Minutes

The minutes of the April 6, 2011 meeting were approved as presented.

Advanced Technology Industrial Manufacturing Review

Yolanda Ahner, Vice President of Workforce/Economic Development and Continuing Education and Olga L. Valerio, Director of Advanced Technology Center provided information about the several unmet indicators for this area.

The program only has three years of data since it is only three years old. Most of the students in ATC want to obtain skills in order to get better jobs. They do not necessarily want to get an associate’s degree. Employers appear satisfied with the direction the program is headed.

Regarding the specific indicators: ATC currently does not have a full-time faculty member. It is hard to find full-time faculty since salary is not competitive with industry wages. The position has been advertised in the past, but qualified applicants are hard to find. The class fill rate is at 69 percent. The numbers have increased from 57 percent in the first year, to 61 percent in the second, and 69 percent in the third year. This trend is expected to continue. Student Learning Outcomes are a work in progress. ATC only learned about SLOs last semester and have been working on them. Employer Satisfaction surveys were completed for 2010 and sent to Institutional Research. The program year for this is April to April. The Graduate Satisfaction with Program Survey needs to be completed before graduation since these courses are offered as minimesters, and students do not graduate with other credit programs. DACUM is every five years, and this program has only existed for three years. ATC works with business and industry regarding Student Placement. Companies often come to the ATC and interview students. The hire rate is very high.

It was felt that the indicators do not fit well with this kind of program. They need to be reviewed since they really do not meet the needs of the program. One advantage of having a degree in this field would be for teaching, but an AAS is not needed to get a job. It is more important to have a Certificate of Completion, but these numbers have not been counted by the state. Enrollment is often higher than the numbers reflect due to concurrent enrollment of continuing education students. This will be worked on in the future.

Recommendations:

This program should continue with the following recommendations:

• With SACS re-accreditation coming up, having a full-time faculty member needs to be a priority.
• Advertisement for the full-time faculty position needs to be local, regional, and national.
• Find methods to encourage students to finish certificates of completion by shortening time frame to finish.
• Have certificates of completion counted and reported in a timely manner.
• Find methods to keep students engaged in the associate’s program.
• Go to the Faculty Credentials Committee to have experience count as an alternative to education.
• Continue to develop partnerships with community industries, businesses, and academic institutions.

• Advocate degree and certificates to the advisory committee.

The next meeting will be Wednesday, April 20 to review the Administrative Assistant Program.

Another issue that needs to be discussed will be how the Coordinating Board looks at certificates and AAS in programs such as Fire Technology. There is a question about the accuracy of statistics.

There being no further business, the meeting was adjourned at 4:00 p.m.
PROGRAM REVIEW COMMITTEE MINUTES
2009-2010

(Note: The chair must email the approved minutes to the IE Office for placement on the College web page.)

October 28, 2009
Valle Verde Campus, B-240

Present: Yolanda Ahner, Richard Bahena, David Brown, Marta de la Fuente, Lourdes Garcia, Daryle Hendry, Dale Hougham, Antonio Juarez, Dr. Katherine Kelley, Russell Myers, Sue Pratt, Blayne Primozich, Lesley Pullen, Nader Rassaei, Laura Rosales, Douglas Schirmer, Linda Silva, Steve Smith, Charla Strosser, Dr. Ron Stroud, Carmen Thompson, Dr. Olga Valerio, Deirdre White, Charles Williams

Absent with Notification: Carmen Attar, Dr. Carina Ramirez, Jennifer Whitaker

I. Call to Order
The meeting was brought to order by Richard Bahena, Chair, at 2:43 p.m.

II. Approval of Minutes
A motion was made and seconded to approve the April 22, 2009 minutes. The motion was approved with none opposed and no abstentions.

III. Program Review Process
A. Dr. Ron Stroud distributed a packet of information, including a summary of the Program Review process, frequently asked questions, an executive summary of the 2008-2009 Program Review Report, and sample program reports from the 2008-2009 document. Dr. Stroud noted that this year marks the seventh year in the Program Review Process and proceeded to discuss the steps in the Program Review process, as well as explain the indicators used in the report.

B. Blayne Primozich handed out draft copies of the "Early Alert" letter that the procedure instructs the Program Review Chair to send to all disciplines receiving either a 'critical unmet' score on an indicator or an 'unmet' score on one of the state mandated student success indicators. Members discussed the content of the letter and the time-frame during which the letters should be sent to disciplines.

A motion was made and seconded to table the discussion until the next meeting. The motion passed with none opposed and no abstentions.

C. Dr. Stroud finished his presentation on the Program Review process and gave an overview of the 2008-2009 Program Review Recommendations. A question on the Administration's response to the committee's recommendation for the Drama Program led to discussion of the meaning of the recommendation for Administrative Review and the process through which the committee would be notified of any action taken based on their recommendations. Dean Steve Smith volunteered to follow up on the status of the Drama Program.

IV. Election of a Co-Chair
Charla Strosser volunteered to serve as the committee's Secretary, and Sue Pratt agreed to serve as Co-Chair, or Chair-Elect, for this year.

V. Next Meeting: November 18, 2009, in room B 240, at the Valle Verde Campus.

VI. Other
Steve Smith mentioned that tenure interviews would be conducted during the week of November 18th.

VII. Adjournment
A motion was made and seconded to adjourn the meeting at 4:24. The motion passed unanimously.
Present: Carmen Attar, Yolanda Chavez Ahner, Richard Bahena, Daryle Hendry, Dale Hougham, Antonio Juarez, Dr. Carol Kay, Sue Pratt, Blayne Primozich, Lesley Pullen, Nader Rassaei, Laura Rosales, Steve Smith, Dr. Ron Stroud, Carmen Thompson, Charles Williams

Absent: David Brown, Marta de la Fuente, Lourdes Garcia, Dr. Katherine Kelley, Russell Myers, Dr. Carina Ramirez, Douglas Schirmer, Linda Silva, Charla Strosser, Dr. Olga Valerio, Jennifer Whitaker, Deirdre White

I. Call to Order

The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 3:54 P.M. Prior to that, Dr. Stroud presented copies of the 2009-2010 Program Review Report.

II. Approval of Minutes

A motion was made and seconded to approve the October 28, 2009 minutes. The motion was approved with none opposed and no abstentions.

III. Program Review Report

Dr. Stroud provided an overview of the report, drawing attention to such new information items as the unduplicated student counts and reporting of the amounts a program is over or under budget. He mentioned that the Americana Language Program has no revenue sufficiency data listed in the report and would not be coming in for formal review this year. Chicano Studies is included in the report, but it lacks data for all of the viability indicators.

Dr. Kay and Dr. Stroud both discussed problems with verifying student employment after graduation and reporting information on the CB 116 form. There was some discussion of developing new surveys to track post-graduation employment, including use of surveys at commencement. Dr. Kay and Daryl Hendry agreed to look into the possibility of implementing the commencement surveys.

Dr. Kay and Dr. Stroud also discussed new licensure reporting standards from the state. Institutions will be responsible for collecting and reporting this information on a semester-by-semester basis.

Richard Bahena asked why this year we had not been able to stick to the deadlines outlined in the Program Review Procedure. Dr. Stroud responded that the retirement of a member of the Institutional Research Office staff had created the delay in the publication of the report.

Referring to the summary of the Program Review Report, Dr. Stroud identified the programs scheduled to come before the committee for formal review: Developmental Math, Chicano Studies, Interior Design, Travel and Tourism, Administrative Assistant, Digital Video Production, Radiation Therapy, ESOL, and ESAL.

After discussion of the Developmental Math program, a motion was made and seconded to create a subcommittee to study the Developmental Math program and schedule the program last for review. The motion passed with none opposed and no abstentions.

IV. Spring Schedule

With nine programs to review, the committee agreed to schedule two programs per meeting and meet every two weeks, starting February 10th.

V. Early Alert Letter

Blayne Primozich distributed a revised copy of the Early Alert Letter. After discussion, it was agreed that the letter should include a statement encouraging deans and coordinators to share the letter with all members of the discipline in question.
VI. Other

It was agreed that the committee would attempt to first call for review the programs which have come before the committee multiple times and those deemed most critical.

Adjournment

A motion was made and seconded to adjourn the meeting at 4:15. The motion passed unanimously.
February 10, 2010
Valle Verde Campus, B-240

Present: Yolanda Ahner, Carmen Attar, Richard Bahena, David Brown, Marta de la Fuente, Lourdes Garcia, Daryle Hendry, Dale Hougham, Antonio Juarez, Katherine Kelley, Russell Myers, Sue Pratt, Blayne Primozich, Lesley Pullen, Nader Rassaei, Laura Rosales, Douglas Schirmer, Charla Strosser, Ron Stroud, Carmen Thompson, Deirdre White, Charles Williams

Absent: Jerome Fulton, Carina Ramirez, Linda Silva, Steve Smith, Olga Valerio, Jennifer Whitaker

I. Call to Order
The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:45PM

II. Approval of Minutes
A motion was made and seconded to approve the November 25, 2009 minutes. The motion was approved with none opposed and no abstentions.

Dr. Kelley recommends proxy to prevent problems with achieving quorum in the future. She explained the process used for the Curriculum Committee and will send the template to Richard Bahena. There is only one proxy allowed per committee member (recommended). Indicate proxy on attendance.

A motion was made to use proxy votes in the future to help address meeting quorum and call votes. The motion was approved with none opposed and no abstentions.

III. Program Review Schedule

Tentative Schedule of Programs

Chicano Studies - is a Field of Study instead of a Degree, they will present this year but will not come before the PRC for 2010/2011.

ESAL/ESOL – Financial aid, test score changes, and testing for Ability to Benefit have all affected the program.

Travel and Tourism- Should be part of Hospitality Studies in 2011/2012, so we should hear good news.

Administrative Asst. – Third time before PRC.

Developmental Math – We discussed establishing a subcommittee for fact finding to see what is actually transpiring in Developmental Math because across the board we want developmental classes to grow smaller and fewer in number for the success of our students. The Math Department is adding a Math Emporium. Diana Orrantia would be happy for the chair or co chair to attend to discuss what the Math Emporium has done and what it plans to do in the service of Developmental Math. The Math Emporium allows students to progress at their own speed through developmental courses to prepare for credit level classes. The committee needs to decide whether or not Developmental Math should be exempted because we want declining enrollments, but they also struggle with class fill rates and other indicators.

IV. Subcommittee/Early Alert Letter

Subcommittee Members for Developmental Math:

Carmen Thompson
Charla Strosser
Nader Rassaei
Dale Hougham
Doug Schirmer – Volunteered to help if necessary.
Early Alert Letter

Thirteen disciplines fall into these indicators. See Table 1 in the report. Richard will send them out after the formal letter to the disciplines coming before the committee.

V. Other Business

Doug Schirmer will generate spreadsheets of additional information for the committee and will send them to the coordinator, reporting dean, and campus deans.

Graduate Survey- Dr. Stroud reported that Dr. Kay only had 89 graduate surveys for the 2008/2009 year. The mechanism collapsed for submitting the surveys. Many graduates don’t pick up certificates, and there may be other factors involved. It was recommended that the survey be distributed during commencement rehearsal. There were approximately 380 surveys turned in during Fall 2009 commencement. Few received nothing, so we are investigating to find out if graduates didn’t come to commencement, etc. Dr. Kay will also be working with the discipline coordinators, especially in smaller disciplines or disciplines where students are less likely to participate in commencement exercises.

Licensure Changes- On December 31, 2009 the I.R. office submitted licensure information to the state. Dr. Kay received reports from the deans regarding licensure. The state has agreed to take this information at face value. Is this information reliable enough for the PRC? Dr. Kay would like to come to a future meeting to explain what she thinks should be done about this situation. In some instances, because of privacy issues, we cannot get this information unless the student volunteers the information. This is an issue across the state. The President’s Association was going to investigate.

Advisory Committees- There were some concerns about the report since the last meeting. About half of the technical programs have problems with advisory meetings. Some disciplines had no advice for the entire three year period. It is up to the deans and the disciplines themselves that the Advisory committees meet and take minutes. This seems to be a growing problem.

Database- The College has purchased a new database to track SLOs, planning, etc. Dr. Dolores Gross and an IT person are working on this database now, and the new database should change the look of the Program Review report in the future. Dr. Stroud would like to give a demonstration later in the semester.

VI. Adjournment

The motion to adjourn passed unanimously with no abstentions and none opposed. The meeting adjourned at 4:06.

Minutes respectfully submitted by Charla Strosser.
February 24, 2010
Valle Verde Campus, B-240

Present: Yolanda Ahner, Carmen Attar, Richard Bahena, David Brown, Marta de la Fuente, Dale Hougham, Antonio Juarez, Katherine Kelley, Russell Myers, Sue Pratt, Blayne Primozich, Lesley Pullen, Carina Ramirez, Nader Rassaei, Laura Rosales, Douglas Schirmer, Steve Smith, Charla Strosser, Ron Stroud, Olga Valerio, Deirdre White, Charles Williams, Jennifer Whitaker

Absent: Jerome Fulton, Lourdes Garcia, Daryle Hendry, Linda Silva, Carmen Thompson

I. Call to Order

The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:28 p.m.

II. Approval of Minutes

A motion was made and seconded to approve the February 10, 2010 minutes. The motion was approved with none opposed and no abstentions.

III. Review of ESOL 1530

Tonie Badillo, Instructor and Coordinator, MdP
David Moody, Instructor and Coordinator, TM
Carina Ramirez, Instructor VV
Dean Susana Rodarte

Indicator: Class Fill Rates

Classes with a low fill rate are the only classes offered at that time. The discipline has gone to teaching per capita as a way to alleviate the fill rate problem.

Indicator: Enrollment Trends

The numbers for 2009-2010 are increasing as a result of efforts to increase enrollment. (See graphs provided by the discipline.) Persistence rates are higher than the College average. (See graphs provided by the discipline.)

Enrollment has also been impacted by financial aid eligibility. In the past, ESL students were given 6 semesters that were not counted in the number of credits allowed for Pell Grants. Pell Grant requirements have changed. Students are only allowed 18 semesters for a Bachelor’s degree. The ESOL department is pursuing change in this law at a national level. Students who need to commit six semesters to ESOL are at a serious disadvantage for completing their Bachelor’s degree. The department will continue addressing this issue with representatives in Washington D.C.

There have been two changes to financial aid (Probation status and change in CELSA score) which affects ability to benefit. This change was made in Summer 2006. These issues are being addressed.

The political situation in Juarez has negatively impacted many students in the program.

Indicator: Revenue Sufficiency

ESOL and ESAL – the recommendation was to combine them, but after looking at the numbers, both departments decided it would only exacerbate the problem.

Fourteen veteran faculty members on staff contribute to revenue insufficiency.

Strategies for Improvement:

One of the reasons for numbers dropping was that the CELSA floor dropped, meaning fewer students were eligible for Level 1. Now, each ESL lab has tutors who orient students to the test before taking it and offer intervention after students take the test. This has increased student enrollment.
The discipline has also been working on marketing. (See handout for details.) All campuses were doing some recruiting, but there was no discipline-wide strategy. In Fall 2009, they got a budget approved through marketing. Newspaper ads, radio interviews KAMA, TV spot on KINT, promotion at a Diablos baseball game, open house at TM, attended Fiesta de los Flores and Fierria de familia to distribute information, bench ads, billboard, and many individual campuses are handing out bilingual brochures locally. The disciplines are waiting on another budget approval from Dr. Brown for further marketing.

Accuplacer has been placed in high schools, so ESL students in the high schools have not been aware of the ESL program at the College. Coordinators have been approached by high schools about students who need to be in ESL classes instead of Developmental English. The disciplines are trying to embed questions in the Accuplacer to target these students and then refer them to CELSA.

Students who complete all six levels are much more likely to attempt College level courses. The discipline feels that reducing the levels of ESOL/ESAL would reduce the level of student success.

Motion: A motion was made and seconded that the ESOL program is viable.

Yes: 0
No: 11
Abstentions: 3

Motion: The program is in need of administrative review.

Yes: 12
No: 0
Abstentions: 2

Recommendations:

1. We believe this discipline serves an important role in the community and to the College, but it needs administrative assistance with finances and scheduling to return to a viable state. The efforts of the discipline to increase enrollment and the benefits of the program to the community still require an administrative review.
2. Some of the problems facing the discipline are beyond the discipline’s ability to face on a faculty level.
3. Reduce the number of sections. Consider scheduling as a district, rather than as a campus.
4. Seek institutional funding through the College to support the CELSA tutoring program, seeking partnership with ALP or grant money (through StartRight or another grant).
5. Hire trained, professional tutors for the CESLA tutoring labs.
6. Combine the three disciplines of ESAL, ESOL, and RESL to have one coordinator district wide.

IV. Review of ESAL 1430

Tracy Von Maluski, MdP
Janine Rudnick, RG
Andrea Rico-Elizondo, VV
Dean Susana Rodarte (representing Dean Joyce Ritchey)

Strengths:

2000 census information: 71% of El Pasoans do not speak English as their native language.

Challenges:

2001: September 11th increased border security
2006: Scores were changed for federal aid, cut heavily into level one enrollment
Economic downturn
Stricter financial aid requirements

The discipline believes this trend is on a downturn. (See chart) When low numbers register in a level one, the discipline will continue to have low numbers through the rest of the levels. The discipline doesn’t ‘pick up’ students in the higher
levels because of the nature of the program. Starting in Spring 2009, the enrollment trend began reversing. The discipline is only 125 students short of where the discipline started in Fall 2006.

**Strategies:**

**Indicators: Sections taught by Full Time faculty**

There are only 3 full time faculty members. The discipline has requested new faculty with no results.

**Indicator: Class Fill Rates**

The discipline will continue participation with ESL Council.

The discipline will continue marketing. (Same funds requested for the next academic year.)

-Brochures, outreach, billboard, bench signs, radio ads, etc.

The discipline will continue cancelling sections with few students, especially if there are sections with similar times or days.

**Indicator: Enrollment Trends**

The discipline plans on adding “ESL Screening” questions to the Accuplacer to identify students who need more ESL instruction before going into academic or credit classes. High school students are automatically administered the Accuplacer which automatically tracking students out of ESL.

The discipline will continue CELSA Prep Tutoring. One faculty member at each campus must participate in this tutoring. The discipline will try to do a better job tracking these students in the future.

**Retention and Persistence**

All teachers in ESAL 0301 offer an orientation to the sequence.

The discipline is trying to work more effectively with the adult educations programs at the ISDs.

The discipline promotes Transition to Credit Workshops and discussions with students about finishing levels and staying with the program until they are ready for credit classes to give them the skills they need to continue. The discipline is working on making adjustments to students who have been misplaced.

**Indicator: Revenue Sufficiency**

Costs are fairly low with only three full time faculty members. Sufficiency should improve as enrollment trends increase.

**Motion:** A motion was made and seconded that the ESOL program is viable.

Yes: 0
No: 11
Abstentions: 0

**Motion:** The program is in need of administrative review.

Yes: 14
No: 0
Abstentions: 2

**Recommendations:**

1. We believe this discipline serves an important role in the community and to the College, but it needs administrative assistance with finances and scheduling to return to a viable state. The efforts of the discipline to increase enrollment and the benefits of the program to the community still require an administrative review.

2. Some of the problems facing the discipline are beyond the discipline’s ability to face on a faculty level.

3. Reduce the number of sections. Consider scheduling as a district, rather than as a campus.
4. Seek institutional funding through the College to support the CELSA tutoring program, seeking partnership with ALP or grant money (through StartRight or another grant).
5. Hire trained, professional tutors for the CESLA tutoring labs.
6. Combine the three disciplines of ESAL, ESOL, and RESL to have one coordinator district wide.

V. Other Business

Next meeting: March 3, 2010, 2 p.m.
Administrative Assistant
Radiation Technology

VI. Adjournment

Motion to adjourn was seconded and passed unanimously at 4:44 p.m.

Respectfully submitted by Charla Strosser
March 3, 2010
Valle Verde Campus, B-240

Present: Carmen Attar, Richard Bahena, David Brown, Marta de la Fuente, Daryle Hendry, Dale Hougham, Antonio Juarez, Katherine Kelley, Russell Myers, Sue Pratt, Blayne Primozich, Lesley Pullen, Carina Ramirez, Nader Rassaei, Laura Rosales, Linda Silva, Steve Smith, Charla Strosser, Ron Stroud, Carmen Thompson, Jennifer Whitaker, Deirdre White, Charles Williams

Absent: Jerome Fulton, Lourdes Garcia, Douglas Schirmer, Olga Valerio

I. Call to Order

The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:15 p.m.

II. Approval of Minutes

A motion was made and seconded to approve the February 24, 2010 minutes with corrections to attendance. The motion was approved with none opposed and no abstentions.

III. Review of Administrative Assistant

Linda Silva
Debbie Farrelly
Margaret Endlich
Geraldine Rajski
Dean Jaime Farias
Dean Steve Smith

Indicator: Student Learning
The state was having a hard time tracking the students. Linda Silva created and is maintaining a database to track students.

Indicator: Instructional Support Contact/Credit Hours per FT Faculty
Because there are four FT faculty members, there are not enough classes to support them. Instructors are teaching in other disciplines.

Indicator: Class Fill Rate
The discipline will create a new schedule. Too many sections are currently being offered. Faculty are teaching in other disciplines. The discipline spoke to Doug Schirmer to change the schedule and the optimum fill rates to make the classes larger.

Indicator: Enrollment Trends
The discipline has been tracking job growth in El Paso. (see packet)
A new schedule and course offerings are a must.

Indicator: Competitive Advantage

Looked at:

- Career Centers of Texas
- Computer Career Centers (a division of Vista College)
- Anamarc College
- Southwest Career College
- International Business College
- Sul Ross State University

Right now, the discipline believes we have a competitive edge over all of them.
Articulation:

NMSU – Bachelor of Applied Technology
Texas A&M
Sul Ross University

Marketing:

Advertising/Graphics discipline added IMED 1316 to their degree plan
Achieve Texas – Aggie Becker (working to get feedback)

Class Projects:

- Linda Cropper – Travel and Tourism Discipline Coordinator
- Frank Cota, Jr. – Personal & Professional Development Company
- Also helped Horizon City with a new logo approved by the city council.

Procedure: Microsoft Certified Application Specialist (Draft)
The discipline added the Microsoft Certification after last year.
This procedure can be applied to their certificate of completion and lead them into the AA degree.

Community Involvement:

- Council Member Positive Direction (Linda Silva)
- Federal Reserve Bank Career Fair
- Positive Directions – AP Conference
- Horizon City Logo Contest

Improvement Strategy (07-08)(08-09)
External Marketing Efforts

- Tejano Tribune article on student
- Career Guide 2009-2010
- Poster
- Administrative Professional Conference
- Achieve Texas
- Ongoing Calendar and Web Presence
- Linda Silva is authoring the book for Microsoft Word 2010

Certified Instructors:

- Linda Silva
- Debbie Farrelly

Students are passing the exam within a four month period. (See students in packet)

Motion: A motion was made and seconded that the Administrative Assistant program is in need of Administrative Review.

Yes: 0
No: 17
Abstentions: 2

Recommendations:

1. Meet industry standard by making sure all faculty are certified.
2. Continue tracking students more closely.
3. Continue marketing strategies.
4. Change the manner in which courses are delivered: weekend classes, minimesters, and evenings.
IV. Review of Radiation Therapy Technology

Marie Racine, Coordinator
Dean Paula Mitchell

In 1993, EPCC closed the Radiation Therapy program. Recruitment of radiation therapists became an issue in the region because of a manpower shortage. EPCC was asked to restart the program in 2001. A center of physicians from the area provided funding for faculty.

EPCC graduated the first Radiation Therapy class in December 2004. Since, we have graduated six classes. The manpower issue in the area has been resolved. El Paso and Las Cruces no longer require locum staffing.

See handout for Employment and Earnings information from the Bureau of Labor and Statistics in packet.

Indicator: Class Fill Rate
Indicator: Enrollment Trends

JRCERT determines the clinical capacity on documented:

- Availability of radiation therapy equipment
- Qualified practitioners
- Other indicators to assure student attainment of program learning outcomes

See table for graduation numbers and retention.

Proposed Corrective Actions:

Viability: Class Fill Rate

- Submitted for an optimum revision because clinical capacities have changed.
- Requested Optimums be changed from 12 to 10 students.

Qualitative:

Employer Satisfaction
Advisory Satisfaction with the Program
Community Benefit
Program Need

- Conduct once a year Employer and Advisory Committee Surveys
- Program Coordinator will hand carry to employers and Advisory members not present for Committee meeting
- Will send paperwork to the Institutional Research office.
- Would like to achieve JRCERT certification, but it would require another full-time faculty.

The next closest program in this area is in Amarillo, TX, Dallas, TX, or Phoenix, Arizona. Some students are coming from out of the area. It is a national certification, and there is still a national shortage. EPCC students have a 100% pass rate on the national certification.

Motion: A motion was made and seconded that the Radiation Therapy Program is Viable.

Yes: 17
No: 0
Abstentions: 0

1. Continue to try for accreditation.
2. Pursue faculty stipend/payroll supplement for a second faculty member with your centers.
3. Seek administrative support for the discipline.
4. Pursue lowering optimums with the administrative team.
V. Other Business

Carmen Thompson:
Members of subcommittee to meet next week after 3 p.m.

Next Meeting:
March 24, 2010 at 2 p.m.

VI. Adjournment

The meeting was adjourned at 4:45 p.m.

Respectfully submitted by Charla Stroser
March 24, 2010
Valle Verde Campus, B-240

Present: Yolanda Ahner, Carmen Attar, Richard Bahena, David Brown, Marta de la Fuente, Daryle Hendry, Antonio Juarez, Katherine Kelley, Russell Myers, Sue Pratt, Blayne Primozich, Lesley Pullen, Carina Ramirez, Nader Rassaei, Laura Rosales, Douglas Schirmer, Linda Silva, Steve Smith, Charla Strosser, Ron Stroud, Carmen Thompson, Olga Valerio, Jennifer Whitaker, Deirdre White, Charles Williams

Absent: Jerome Fulton, Lourdes Garcia, Dale Hougham

I. Call to Order
The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:12 p.m.

II. Approval of Minutes
A motion was made and seconded to approve the March 24, 2010 minutes. The motion was approved with none opposed and no abstentions.

III. Interior Design Technology
Maria Prospero, Coordinator

Indicator: Number of Graduates
The discipline traditionally keeps track of students who are graduating with a capstone class.

Ms. Prospero is contacting students who are completing the class and not graduating in an attempt to get students to come back and finish their degree.

Currently, Ms. Prospero has 12 students per class in entry level classes and around 8 students by the time they reach the capstone class. Students may only take one class a year, which sometimes causes a delay. She is hoping to add a little more flexibility to the schedule in the future.

She is speaking to the Art Institute and other colleges. EPCC has a good relationship with the Art Institute, and many of our students continue their education there.

Indicator: Student Success
She keeps very close track of where her students are working, and she also works to assist students in finding employment before they graduate.

She also will fill out all the CB16 requirements, and she has tried to add students either living or working in Mexico or New Mexico.

Indicator: Student Learning
Ms. Prospero will work with IR to make sure students are filling out the surveys in the capstone class.

Additional Comments:

- The discipline is adding more online classes as requested by the industry and students, especially theory based courses.
- The discipline is updating technology to match industry requirements, which makes the students more attractive to employers. It is also trying to update lab equipment.
- Ms. Prospero will keep continuity with instructors and continue professional development. Eventually, she would like to add more Interior Design classes to the curriculum.
• As community outreach, she will keep in touch with advisory board members, attend industry functions, EPHS dual credit, student club and Early High School.

• Most graduates have work by the time they graduate. Often, the industry calls Ms. Prospero looking for graduates.

• Students don’t need a certificate or license to work, but often it is preferred for commercial design because of codes, etc.

Viable: Unanimous
Not Viable: 0
Abstentions: 0

The discipline should:
• Continue tracking students because it has a very good tracking program.
• Continue promoting continued education and Dual Credit.
• Continue filling out forms and paperwork (CB116) and consider following up with phone calls.
• Continue instituting graduate surveys the in capstone class.

IV. Travel and Tourism

Linda Cropper, Coordinator

Ms. Cropper provided background information for Travel and Tourism. 80% of people in the industry think that the industry is starting to recover, and it will soon have the opportunity to grow. (See packet for specific details.)

Ms. Cropper has been working with the Tourism Bureau to promote tourism in El Paso. She works with industry to promote students work and EPCC. She also has contacts with Internet companies such as Travelocity that have hired students in the past. She is working on adding a kiosk at EPCC for Sun Travel to benefit EPCC students, faculty, and staff. Because of the complexity of the industry, travel agencies no longer hire people off the street. Businesses want students with an education to better serve their customers.

There are only two other colleges in the state of Texas that teach Travel and Tourism.

Indicator: Number of Graduates

Ms. Cropper has not received information regarding which students have fulfilled the requirements for graduation. She would like to receive this information every semester to improve retention. She keeps close track of students, and they often contact her when they do something new in the industry.

Indicator: Student Success

Many students have transferred to NMSU. Some students have moved to Japan, Miami, and Orlando.

Indicator: Class Fill Rate

Ms. Cropper has had some problems with spring cap numbers. Currently, they are listed at 17 for classrooms that only have 12 seats. It should be 12 for the majority of classes, but there are 4 classes that should be capped at 9 because 4 seats are reserved for CE students.

Quality Indicators: These indicators showed as met on her report, but she has filled out the justification form. Her advisory board is very satisfied with the program.

Additional Comments:
• The move from TM to ASC to create a career cluster is an important and positive move for both EPCC and our students. Ms. Cropper anticipates continued growth in the program because of the cluster. Coordinators are meeting to see if there are ways to promote synergy.
• She is working with a gentleman from Canada to market El Paso as a resort destination for Canadians.

• Conferences have focused on the border situation lately and how the travel and tourism departments can deal with the recent violence on the border.

• There is an articulation with NMSU for the Hotel, Restaurant, and Tourism program. Many students are transferring. She encourages students to continue their education in this way. EPCC is part of the American Society of Travel Agents, which includes our name in a directory of travel programs.

• Students volunteer for the convention coming to town on March 27th. Students were selected based on interview knowledge and expertise to provide tours.

Viable: Unanimous
Not Viable:0
Abstentions:0

The discipline should:

• Continue tracking students carefully.
• Be sure to get this paperwork completed as soon as possible. Class caps should resolve the fill rate issues.
• Request information on actual graduation numbers from Institutional Research rather than rely on commencement programs.

V. Chicano/Mexican American Studies date change: April 22, 2010 2:30 at C-428

VI. Next Meeting Date: April 7, 2010 2 p.m. B-240 (Digital Video and Developmental Math)

VII. Other Business

Look over the procedures and consider any necessary procedural changes. Be ready to report these suggestions in April.

Math Subcommittee:

Met with Bobby Ortega and discussed the three indicators. The deans met at the end of last spring and pared down the offerings for this fall and next spring.

• Fill rates seem to be improving.
• Revenue Sufficiency – Dean Ortega isn’t sure why the budget is showing up so low, but thinks it may have to do with part-time faculty. Carmen will investigate with Jerry in regards to the budget next Tuesday.
• Enrollment trends are going down, but that is a goal of the College.

What we see in the future should be significantly different from what we are seeing now because of the Math Emporium and other changes in the Developmental Math department.

VIII. Adjournment

4:07 p.m.

Respectfully submitted by Charla Strosser
April 7, 2010
Valle Verde Campus, B-240

Present: Yolanda Ahner, Carmen Attar, Richard Bahena, Marta de la Fuente, Daryle Hendry, Dale Hougham, Antonio Juarez, Katherine Kelley, Russell Myers, Blayne Primezich, Lesley Pullen, Nader Rassaei, Laura Rosales, Douglas Schirmer, Steve Smith, Charla Strosser, Ron Stroud, Carmen Thompson, Olga Valerio, Jennifer Whitaker, Deirdre White, Charles Williams

Absent: David Brown, Jerome Fulton, Lourdes Garcia, Sue Pratt, Carina Ramirez, Linda Silva

I. Call to Order

The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:16 p.m.

II. Approval of Minutes

A motion was made and seconded to approve the March 24, 2010 minutes. The motion was approved with none opposed and no abstentions.

III. Program I: Digital Video

Presenter: Albert Mijares, Coordinator and Dean Claude Mathis

Background:

The program is in transition from Media Production. There are students still finishing out in the old program. There is a lot of overlap between the two programs. The last two advisory committee meetings have been very good; the last advisory meeting was the best the Mr. Mijares has seen.

Indicator: Advisory Committee

The discipline has had problems with attendance in the past. The last meeting had 50-60 people in attendance, a large increase over past meetings. There was great enthusiasm from the community about the program. Many independent producers as well as people working in the industry were in attendance.

Indicator: Number of Graduates

Media Production students are not necessarily taking current courses. Courses have to be adjusted to meet the needs of the old program. When the transition happened, the discipline went more toward digital film-making. Normally, this type of program is seen as a terminal degree. The degree doesn’t transfer. The discipline is looking at establishing an articulation agreement with NMSU (Bachelor of Applied Studies). In the meantime, there is some alignment of classes. Director from NMSU has attended Advisory Committees. UTEP is looking at adding a similar degree program. Mr. Mijares has visited local high schools for recruiting students to the program and changed the focus of the program based on their feedback. The majority of students graduating right now are graduating under the previous program. By next year, we should start to see some students graduating from the new program.

Indicator: Employer Satisfaction

The Advisory Committee has given better feedback recently. There are some employers willing to take on students from EPCC as interns. The program is hoping to continue this practice in greater numbers in the future.

Indicator: Student Success

The discipline is hoping for more graduates soon. Dean Mathis believes most of these issues are a result of the transition.

Indicator: Contact Hours

Some courses had to be allowed because of the transition. In the spring, these numbers have improved.
**Indicator: Class Fill Rate**

Dean Mathis believes most of these issues are a result of the transition. The discipline is also doing more advertising. It has put together a brochure and is running its second annual film festival. In the past, students have informed the coordinator that they didn’t know the program existed.

**Other Issues/Information:**

- The discipline is a single faculty discipline.
- The discipline has all the appropriate hardware and software for student projects.
- The discipline has made changes to some classes (Special Topics 1 and Script Writing are combined as a three hour course, Special Topics 2 has been changed to a 3 hour course named Production, Special Topics 3 was changed to Advanced Video Editing – these classes are arranged as prerequisites.)
- Students can earn an AA degree or a Certificate of Completion.
- The discipline is establishing a Dual Credit agreement with Socorro and Ysleta
- Student Learning Outcomes
  - are giving the coordinator feedback for improvement

**Viability:**

Viable: 0
Not Viable: 9
Abstentions: 5

**Recommendations:**

- Administrative Review
- Faculty has to be more proactive about current trends in the field and duties of the coordinator
- Work with the 3D lab
- Administration should do market analysis about the need or demand in the community. Evaluate comparable programs.
- There are recommendations that have been made in the past but never addressed, with the exception of curriculum changes and a film festival.
- Work on improved marketing and consider attending more local film festivals

**IV. Program II: Mathematics Developmental**

One basic discipline (Math) has a budget. The Program Review report is trying to split credit math and developmental math. Doug talked with Christy, and they reevaluated the numbers based on proportional numbers of classes. After re-evaluating them, both Developmental Math and Developmental English both passed Revenue Sufficiency.

Also, Enrollment Trends are down, but that is a goal of the College.

**Presenter: Ivette Chuca, Coordinator and Dean Bobby Ortega**

**Indicator: Full Time Faculty**

This is a challenge. Each division identifies where they need full time faculty. The discipline continues to ask for these positions, but because of the budget the discipline is limited in terms of what it can do to solve this problem. Currently, they are hiring lecturers and adjunct faculty as needed.

**Indicator: Successful Completion**

71% of our students are successful. It has improved over the past few years. The discipline is making improvements across the District, which should continue to improve this.

**Indicator: Class Fill Rates**

Over the past year to year and a half, the class fill rates have increased. The lowest fill rate for the past year at VV was 89.5%
If we open classes at prime time, they would fill but often there are no classrooms available. The discipline is offering 6 a.m. classes and more classes in the afternoons.

**Indicator: Enrollment Trends**

The College has a stated goal of bringing down enrollment in Developmental classes. We are hoping that in the future, students will generally be able to start at EPCC with credit classes.

**Indicator: Revenue Sufficiency**

Doug Schirmer shared the information with Dean Ortega that the committee had discussed earlier.

**Other Plans:**

- The discipline has decided to teach only 3 developmental classes, instead of 4 because of overlapping objective.
- Math Emporiums would allow students to finish up to two classes per semester. Pilots of the Math Emporium have been very successful. We are waiting on facilities to add more Math Emporiums at other campuses.
- There are plans for a Math Emporium at VV. Currently, there is a Math Emporium at NW and a Math Emporium in progress at TM.
- The discipline has used the SLOs to evaluate. The discipline is hoping to double their SLOs this semester.

**Viability:**

Viable: Unanimous

**Recommendations:**

- Continue with Math Emporium, Start Right, and with facilitating student’s transfer to college level courses.
- Work with administration to get separate budgets for developmental courses and credit courses. If it is treated as a separate program and discipline, it should have a separate budget.

V. **Other Business**

We will have our luncheon with Dr. Brown at 2:00 on the April 22nd meeting.

**Discussion of procedure:**

- What do we mean by Administrative Review? How can we convey the seriousness of this to the disciplines?
- Can we get administration to outline a process for Administrative Review? Would we like a report back from leadership about the Administrative Review?
- Do we review a program the year after it has been Administratively Reviewed? Or do we have them send a follow-up report? How can these disciplines be held accountable to the committee and the College?

VI. **Next Meeting Date**

Chicano Studies
April 22nd, 2:30 C428

VII. **Adjournment**

4:53 p.m.

Respectfully Submitted by Charla Strosser
April 22, 2010
Valle Verde Campus, C-428


Absent: Marta de la Fuente, Lourdes Garcia, Russell Myers, Sue Pratt, Linda Silva, Olga Valerio, Deirdre White, Charles Williams

I. Call to Order

The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:30 p.m.

II. Approval of Minutes

A motion was made and seconded to approve the April 7, 2009 minutes. The motion was approved with none opposed and no abstentions.

III. Chicana/o Mexo-American Studies

Presenter: Mauricio Rodriguez and Claude Mathis, Dean

Background:

- Interdisciplinary program which is both an AA degree granting program and a field of study.
- First and only graduate: Patricia Quezada, December 2009
- The discipline has created a very interactive web-page and created a brochure.
- All courses are taught by full time instructors (with one exception), whose salaries are paid by other disciplines.
- The 2010-2011 Catalog has the update for the discipline.
- We do have an articulation agreement with UTEP. One student has already finished the BA at UTEP. Four EPCC students are enrolled in the UTEP program.
- There have been some issues with the catalog about whether or not it is a degree program or field of study. EPCC considers the class a field of study, which guarantees the lower division coursework to transfer to any four year college in the state that carries the degree.

Dean Mathis wanted to bring the Chicano/a Studies program back to EPCC because of its great relevance to students in our area.

- El Paso is an isolated area
- El Paso has a very unique culture and perspective
- Addresses a much needed job market in the US
- Like any other “studies” program, this program is about identity and helps students make an informed choice about that identity

What can students do with this degree plan after transferring credits to UTEP?

- The Field of Study can become a minor for all liberal arts degrees.
- Social Sciences
- Humanities
- BFA
• One other option

2+2 agreement with UTEP has been approved through the state.

There is a very strong advisory committee. All faculty members who teach within the discipline are part of the committee.

There are no indicators for the program, which is why the indicators are not met.

They have had a very productive “speakers” series.

The discipline is considering adding learning communities, teleconference, and a few other strategies to build enrollment.

**Indicator: All are unmet because of the absence of data.**

**The program has some ideas about retrieving data:**

**Indicator: Contact Credit Hours with Full Time Faculty**

The questionnaire could be sent to Dean Mathis. Dean Mathis believes this answer should be “Yes” because these classes are all taught by full time faculty members in this discipline.

**Indicator: Graduates**

Four students are at UTEP, but only one completed the AA. This may be the strongest indicator in strength of the program.

Can we agree on indicators that are reasonable for a Field of Study/Interdisciplinary AA?

Not: Class Fill
Full Time Faculty

Maybe: Number of courses offered by discipline

Dean Mathis, Mauricio, Dale Hougham, and Doug Schirmer will meet to discuss possible viability indicators in the future. The committee will re-evaluate what indicators are relevant for an interdisciplinary program in the next academic year.

**Motion: Viability**

Yes: unanimous
No:

**IV. Discussion on Procedure**

**Dr. Brown:**

Thank you for taking the time to evaluate these programs. All programs should be evaluated. The work we do here is valuable to all programs, both those that come to Program Review and those that don’t.

**Request:** When the decision was made to have the committee recommendation change from “Closure” to “Further Administrative Review” there was some confusion. We should make some decisions about making the language stronger to make that recommendation clearer and closer to what we actually mean. Being clear about what the recommendations for the program are make these decisions for leadership much clearer.

SLOs may be included for information only in the Program Review Report.

**Motion:** The year after Administrative Review, programs should be asked to Program Review as a Review year to provide a report to the committee. The committee also requests a written report from administration on the recommendations for the program.

Yes: Unanimous
Motion: We should drop the Enrollment Trends indicator for Developmental English and Math programs.

Yes: Unanimous

Motion: Recommend to the Curriculum that when program areas are established, program review criteria should be considered in advance.

Yes: Unanimous

V. Next Meeting: Wednesday, April 28 in B240

VI. Adjournment

The meeting was adjourned at 4:50.

Respectfully Submitted by Charla Strosser
April 28, 2010
Valle Verde Campus, C-428

Present: Yolanda Ahner, Carmen Attar, Richard Bahena, Marta de la Fuente, Jerome Fulton, Lourdes Garcia, Dale Hougham, Katherine Kelley, Sue Pratt, Blayne Primozich, Lesley Pullen, Nader Rassaei, Carina Ramirez, Laura Rosales, Steve Smith, Charla Strosser, Ron Stroud, Carmen Thompson, Olga Valerio, Deirdre White, Charles Williams

Absent: David Brown, Daryle Hendry, Antonio Juarez, Russell Myers, Douglas Schirmer, Linda Silva, Jennifer Whitaker

I. Call to Order

The meeting was brought to order by Richard Bahena, Chair, once quorum was reached at 2:41.

II. Approval of Minutes

A motion was made and seconded to approve the April 22, 2010 minutes. The motion was approved with none opposed and no abstentions.

III. Discussion and Suggested Changes to the Procedure

Dr. Stroud provided a draft version of the revision of the procedure. (Included)

1. Training sessions for Program Review are not as necessary any more since Program Review has been in existence for seven years.
   a. The committee decided instead to remove the Spring Faculty Development instead so that training can take place before and include a reminder in the notification letter that new members must attend training for Program Review.

2. Removal of headings for Quality Indicators because we are actually including Student Learning Outcomes as a section. This removal should decrease confusion.
   a. The committee decided to keep the headings as they are.

3. Student Learning Outcomes are included in the report as an information only item.
   a. The Chair will speak to Dr. Brown about the implications of including this information in the report. (Punitive, credentialing, etc)

4. A deadline was added for the Chair to notify the Deans/District Coordinators /etc if a program falls into the “Critical” area of performance upon initial review of the Program Review Report.

5. If recommending that the senior instructional administrator “review a program’s strengths and weaknesses and the program’s capacity to improve its service to students and the community” the recommendation shall indicate whether the committee recommends that the “review” include the possibility of closure of the program.
   a. The committee decided to include the shading. (Change “if” to “when.” Add “Whether or not the committee recommends the possibility of closure” Delete “of the program” )
   b. The committee will continue to be sure to make the recommendation for closure clear if a program is not viable.
   c. Once we make a recommendation, we haven’t heard back from administration. We need to work on communication based on those recommendations.

6. Workforce Demand – We should look into including Hudspeth County because we offer Dual Credit classes there.
7. Enrollment Trends – N/A to Developmental English & Math (not Reading/RES)

8. Student Learning Outcomes will depend on the feedback from the Chair’s meeting with Dr. Brown

Rotations- CE members don’t rotate because there are insufficient personnel

Motion: Change the procedure number of required non-credit instructors and administrators from three members to “up to four members.” “The committee shall consist of no more than 21 voting members.”

IV. Other Business

Dr. Stroud congratulated the committee on its good attendance.

The committee thanked Richard Bahena for his work on the committee. We thanked Dr. Stroud and all resource personnel for their work with the committee.

V. Adjournment

4:32 p.m.
PROGRAM REVIEW COMMITTEE MINUTES
2008-2009

(Note: The chair must email the approved minutes to the IE Office for placement on the College web page.)

September 24, 2008
Valle Verde Campus, B-240


Absent with Notification: Marta de la Fuente, Dr. Carina Ramirez, Linda E. Silva, Luz Taboada

Absent: Laura Rosales, and Dr. Olga Valerio.

Call to Order: Mr. Blayne Primozich brought the meeting to order and asked the members to introduce themselves. Mr. Primozich thanked Dr. Stroud for the refreshments and also thanked Rafaela Franco for accepting the appointment of providing secretarial support to the committee.

Election of a Co-Chair: The two areas of responsibility of the Co-Chair are to give support to the committee and to conduct business when the Chairperson is absent.

Motion: Motion was made, seconded and unanimously passed to elect Richard Bahena as Co-Chair to serve for the next three years.

Minutes: A motion was made, seconded, and unanimously passed to accept the minutes from April 16, 2008.

Orientation: Mr. Blayne Primozich presented a copy of the revised Program Review Procedure (2.03.01.18) and explained the revisions. He also explained step by step how to read the Program Review Report. He finished by saying that the indicators will be discussed again as the need arises during the year.

Faculty Credentials Indicator: A concern was brought to the committee regarding the Faculty Credentials indicator. The credentialing procedure calls for a certain amount of time to be available. Depending on when the credential report is run, people will show as non-credentialed even though they are fully credentialed. After some discussion it was agreed to look at the procedure in the spring semester.

Enrollment Trends: Dale Hougham presented an informational item on the use of enrollment trends and suggested that unduplicated student counts might be used either to replace or complement the enrollment trend indicator.

Motion: A motion was made, seconded and unanimously passed to include the unduplicated student count as an information item prepared for all programs coming up for review this year.

Other:

A. Doug Schirmer brought three issues to the attention of the committee. First, there is an Electronics Technology course offered for Southwestern Bell that is not part of Continuing Education and is not included as part of any program or degree plan. There is some question as to whether or not to include this and other similar courses in the Program Review report. Second, there was some question as to whether or not to include CLEO (Credit Learning by Experience Options) courses in the report, since they are a portfolio option and are taught on a per-head basis. Finally, some Music Appreciation courses (MUAP) are taught as private instruction. However, the College’s database usually lists as the instructor of record the discipline coordinator rather than the actual instructor, which alters the reporting of the number of courses taught by full-time and part-time instructors.
B. Dr. Stroud gave the committee an overview of the packet of materials he provided at the beginning of the meeting, which included copies of the Program Review Committee roster and procedure, a list of frequently asked questions, and copies of minutes from previous years.

C. Doug Schirmer announced that he would e-mail to committee members any adjustments made to the data before the next meeting.

The next meeting will be held October 8, 2008 at 3:00, in Room B240. Meeting was adjourned at 5:00.

Rafaela Franco
Secretarial Support for the Program Review Committee
October 8, 2008
Valle Verde Campus, B-240

Present: Richard Bahena, David Brown, Ida Gonzalez, Marta de la Fuente, Antonio Juarez, Dr. Katherine C. Kelley, Jan Lockhart, Russell Myers, Sue N. Pratt, Dr. Olga Valerio, Blayne Primozich, Dr. Nader Rassaei, Robin Russell, Douglas Schirmer, Charla R. Strosser, Dr. Ron Stroud, Carmen Thompson, Celina Uranga, Deirdre White and Charles Williams.

Absent with Notification: Dr. Carina Ramirez, Linda E, Silva, Steve Smith.

Absent: Laura Rosales, Dorothy A. Currie, and Luz Taboada.

Call to Order: Mr. Blayne Primozich brought the meeting to order at 3:15.

Minutes: A motion was made, seconded, and unanimously passed to accept the minutes as corrected from September 24, 2008.

Program Review Report: Each member was provided with a Program Review 2008-2009 Notebook. Dr. Ron Stroud explained in detail what the notebook contained. He explained that the program review report utilizes two types of indicators to measure the performance of programs: A) Viability indicators are measures that track the minimum performance levels required for program maintenance and B) Quality indicators, which encompass measures beyond minimal program performance. Evaluation is based on performance data for the three academic years prior to the 2008-2009. Dr. Stroud emphasized that the Program Review Committee’s authority concerning program viability is limited to recommending that the senior instructional administrator review a program’s strengths and weakness and that the final decision on continuation rests with the President of the College.

Mr. Primozich added that one thing to note within the procedure is that the committee treats programs different depending on whether the program is up for review for the first, second or third year. The first year that the program comes for review a vote will be taken on whether the program is viable or whether an administrative review is recommended. The second time that a program comes before the committee is to give an update on the progress that the program has made. The Committee will review the area plan and the progress of the program but will not take a formal vote. For all the other programs whether the program is in the first year or third plus year, the committee will take a formal vote on viability or whether the program should go through administrative review.

When a program is presented, the committee takes 20 minutes to discuss the presentation and then makes a decision. It was proposed that instead of making a decision on that same day that the program is presented, to wait until the next meeting date. Some pros and cons were discussed by the members and it was agreed that the committee will continue to make its recommendations on the day a program is reviewed.

Programs to be Reviewed: Digital Video Production and Administrative Assistant are the two programs scheduled to present in November.

Other: Doug Schirmer reported that CLEO (Credit Learning by Experience Options) does not have to be reviewed.

The next meeting will be held November 12, 2008 at 3:00, in Room B240. Meeting was adjourned at 5:00.

Rafaela Franco
Secretarial Support for the Program Review Committee
November 12, 2008  
Valle Verde Campus, B-240

Present:  David Brown, Ida Gonzalez, Marta de la Fuente, Antonio Juarez, Jan Lockhart, Russell Myers, Sue N. Pratt, Blayne Primozich, Dr. Nader Rassaei, Robin Russell, Douglas Schirmer, Charla R. Strosser, Steve Smith, Linda E. Silva, Dr. Ron Stroud, Carmen Thompson, Dorothy A. Currie, Deirdre White and Charles Williams.

Absent with Notification:  Dr. Katherine C. Kelley (Rachel Ortega represented Dr. Kelley) Richard Bahena, Dr. Carina Ramirez, and Celina Uranga.

Absent:  Laura Rosales, Luz Taboada, and Dr. Olga Valerio.

Call to Order:  Mr. Blayne Primozich brought the meeting to order at 3:15.

Minutes:  A motion was made, seconded, and unanimously passed to accept the minutes from October 8, 2008.

Programs:  A short briefing was given regarding what to expect from the presenters and what the committee’s responsibility is when a program is presented for the second year.  The two programs being presented are up for their second year review and will only have to give an update on the progress of the program.

The Administrative Assistant Program was presented by Linda Silva, Dr. Jaime Farias and Steve Smith.  Mr. Schirmer mentioned that there is an effort to work on a graduate tracker data base to help track the students.  The committee also suggested that when students are in the program to ask for their information and to let them know that they will be contacted later as a follow up to graduation.

The following are things that have been done to improve the program.

- A new Certificate of Completion with the title Microsoft Certified Application Specialist (MCAS) was added to the program. El Paso Community College Authorized Testing Facility for MCAS Exam.  The benefits of MCAS Certification are to validate your skills and compete in the job market and to broaden your employment opportunities.
- In the marketing area is the purchase of the mailing list from the Administrative Professional Conference 2008.  This list contains 700 potential students who are in the field.
- The program is listed in the El Paso Times as one of the EPCC career choices.

After the question and answer session the presenters were thanked for appearing before the committee.

Digital Video Production was presented by Al Mijares and Claude Mathis.

The following are things that have been done to improve the program.

- The Advisory Committee is meeting twice a year instead of once.
- The change from Media Production to Digital Video Production has made a very positive impact.
- Data was presented that shows an increase on employment
- To increase enrollment, a flyer that contains information about the program has been created.
- The Digital Video Production program was advertised in the November 9th 2008 El Paso Times.
- Several copies of the actual article from the El Paso Times have been made and are being used as a recruitment tool.

After the question and answer session the presenters were thanked for appearing before the committee.
Chicana/o Studies was discussed in regards to the possible inclusion in the Program Review Report. After discussion, it was recommended that Dr. Ron Stroud, Steve Smith, and Blayne Primozich request a meeting with Dr. Dennis Brown to examine how a report on the program might be generated.

No meetings will be scheduled for the rest of the semester. The next meetings will be:

- February 11 and February 25
- March 11 and March 25
- April 8 and April 22

The committee will meet at 2:30 instead of 3:00.

Meeting was adjourned at 5:00 p.m.

Rafaela Franco
Secretarial Support for the Program Review Committee
February 18, 2009
Valle Verde Campus, B-240

Present: Richard Bahena, David Brown, Dorothy Currie, Marta de la Fuente, Ida Gonzalez, Dale Hougham, Dr. Katherine Kelley, Jan Lockhart, Russell Myers, Blayne Primozich, Dr. Carina Ramirez, Nader Rassaei, Laura Rosales, Robin Russell, Douglas Schirmer, Linda Silva, Steve Smith, Charla Strosser, Dr. Ron Stroud, Carmen Thompson, Deirdre White, Charles Williams

Absent with Notification: Antonio Juarez, Sue Pratt, Dr. Olga Valerio

Absent: Luz Taboada, Celina Uranga

Call to Order: Mr. Blayne Primozich brought the meeting to order at 2:38 p.m.

Minutes: Following a question about details in the minutes, a motion was made, seconded, and unanimously passed to postpone approval of the minutes until the next meeting.

The Medical Laboratory Technology Program was presented by Grace Zavala, Coordinator. Ms. Zavala came on board as Coordinator in August 2008. The program is based at Rio Grande. Ms. Zavala presented “The Role of an MLT in the Clinical Laboratory Science Profession” and addressed concerns in the report:

The following are things that have been done to improve the program:

- For Student Learning Viability #2: Student Success: Ms. Zavala has identified different job titles, encourages students to subscribe to free professional magazines which often include job offers, and encouraged students to polish job application skills.
- For Instructional Support Viability #1: Workforce Demand: Ms. Zavala has identified new codes for related occupations
- For Instructional Support Viability #3: Class Fill Rate: There is an increase in students declaring MLT as a major, 61 this semester. Ms. Zavala also increased recruiting.
- For Instructional Support Viability #4: Enrollment Trends: Ms. Zavala mentioned the introduction of a new bill to the state legislature requiring lab personnel to have a state license, which should increase enrollments because of a new need for education and training. This proposed law may also help with retention and recruitment for individuals pursuing a career in the field because they will have an added incentive to finish the program.
- In addition, the program only admits 12 students per semester, which means even the loss of one student may have a large impact on the report.
- The program is working on building relationships with the new Texas Tech medical school and also working on an agreement with UTEP about transfer credits.
- There are no competitors for this program in El Paso because of the strictness of instructor credentialing requirements.
- Graduates of the EPCC program have regularly surpassed the national average on the national exam.

A motion was made, seconded, and passed with one abstention to pass the program as Viable.

The following reasons were used to support that motion:

- The program has shown improvement in unduplicated head count.
- Class fill rates are improving.
- Work force demand was demonstrated and seems to be increasing in the area.
- The program is working on an articulation agreement with UTEP.
- The program promotes community service among faculty and students.

The committee made the following recommendations to the program:

- Follow up on new CIP codes for the program.
- Improve marketing and recruiting.
- Document planning for the program in area plans.
- Follow up with advisory committee about community service survey.
- Continue current class scheduling and management strategies.
- Continue to follow up with student tracking

Because of room bookings, some changes were made to the schedule. The next meetings will be:

March 4th
March 11th
March 25th
April 8th
April 22nd

Meeting was adjourned at 4:00 p.m.

Minutes respectfully submitted by: Charla Strosser
March 4, 2009
Valle Verde Campus, B-240

Present: Yolanda Ahner, Marta de la Fuente, Ida Gonzalez, Dale Houghman, Antonio Juarez, Dr. Katherine Kelley, Jan Lockhart, Sue Pratt, Blayne Primozich, Dr. Carina Ramirez, Nader Rassaei, Laura Rosales, Douglas Schirmer, Charla Strosser, Dr. Ron Stroud, Carmen Thompson, Celina Uranga, Dr. Olga Valerio, Dee White, Charles Williams

Absent with Notification: Richard Bahena, David Brown, Dorothy Currie, Russell Myers, Robin Russell, Linda Silva, Steve Smith, Luz Taboada

Absent:

Call to Order: Mr. Blayne Primozich brought the meeting to order at 2:45 p.m.

Minutes: A motion was made, seconded, and unanimously passed to accept the minutes from February 18, 2009. A motion was made and second to accept the November 2008 minutes. The motion passed. Blayne mentioned that Rafaela Franco resigned her duties as a secretary, and a new secretary is needed for the Program Review Committee. Laura Rosales volunteered to serve as secretary for the meeting.

Advanced Technology Programs – Industrial Manufacturing Technology was presented by Dr. Olga Valerio and Yolanda Ahner. Dr. Valerio came on board as Director in March 2008. Yolanda Ahner was responsible for the ATC programs since 2005.

- Student Learning Viability #1 & # 2: No. of Graduates and Student Success - Dr. Valerio communicated with other departments, counselors, and the Registrar’s Office to inform students of important dates such as graduation. Most of these students do not complete an AAS but they do complete a certification program. Dr. Valerio encourages students to participate in the graduation ceremony. Once a certificate is earned, many students go out of town. By December of 2009 about five (5) students will complete an Associate Degree. The program is increasing at ATC.
- Instructional Support Viability #3: Class Fill Rate - Dr. Valerio is modifying the curriculum to meet industry standards and requests. Only twelve (12) students are allowed per class. Fill rate is 80% - 95%. Classes were not being filled before. This semester the program has 11 students and they must complete the program. These are not traditional students. The quality of the program is improving and students from UTEP are attending this program.
- Instructional Support #1: Workforce Demand - This program is helping students find jobs, so this program is viable; there is a high demand in manufacturing. Dr. Valerio is always contacting companies to hire students once they complete this program. A total of 36 students passed a test and these students are going to be hired in Corpus Christi, TX.
- Instructional Support Viability #2: A full-time instructor for ATC has already been approved this semester (spring 2009).
- Students Learning. Indicator #5: Advisory Committee Meetings - Dr. Valerio meets with the advisory committee twice a year.
- Future Plans. Visits to local industries to address training needs are planned, as are student field trips to get familiar with manufacturing and visits to companies such as Coca Cola. ATC will continue recruiting and marketing strategies to include new industries. Future programs such as Solar Energy will be implemented at the ATC. Students will be encouraged to take the core courses. The coordinator will work to modify the Qualitative Indicators: no certification or license is required for this program. This program is helping students find jobs. An invitation was made to all committee members to attend ATC’s Open House.

Following discussion, a motion was made and seconded that the Industrial Manufacturing Technology Program is viable. The motion passed with none opposed. The following recommendations were made by the committee:

- Continue with the plans of action presented to the committee.
- Follow up with the data report, such as employer and student surveys and the advisory committees
- Review the CIP codes designated for the program
• Continue with plans to hire a full-time instructor

Faculty Credentials

• Following discussion of ways to track and report data on faculty credentials, a motion was made and seconded to delete the faculty credentials indicator from the Program Review Report. The motion passed with none opposed.

ALP Program and Chicano Studies

• Some background information on the committee’s efforts to develop indicators for the Americana Language Program (ALP) and the Chicano Studies Program was provided. Doug Schirmer was asked to bring to the next meeting the data on ALP he presented last year so that the information could be seen by new members.

Other

• There will be a new Vice-President for Workforce Development and Continuing Education (CE) at the College, which may require changes to the Program Review Procedure.

• Dr. Stroud mentioned that the current list of ALP courses is in the CE catalog. Another member mentioned that the current Program Review Procedure contains indicators for non-credit courses, including ALP.

Next Program Review meeting is March 25, 2009, at 2:30 p.m.

Meeting adjourned at 4:40 p.m.

Minutes respectfully submitted by Laura R. Rosales
March 11, 2009
Valle Verde Campus, B-240

Present: Yolanda Ahner, Richard Bahena, Marta De la Fuente, Ida Gonzalez, Antonio Juarez, Dr. Katherine Kelley, Blayne Primozich, Dr. Carina Ramirez, Nader Rassaei, Laura Rosales, Douglas Schirmer, Dr. Ron Stroud, Celina Uranga, Dr. Olga Valerio, Deirdre White, Charles Williams

Absent with Notification: Dale Hougham, Linda Silva, Jan Lockhart, Russell Myers, Sue Pratt, Robin Russell, Steve Smith, Charla Strosser, Luz Taboada, Carmen Thomson

Absent: David Brown, Dorothy Currie,

Guests: none

Welcome/Call to Order: Mr. Blayne Primozich called the meeting to order at 2:41 p.m.

Approval of Minutes: Minutes were tabled to the following meeting date.

Announcements: Blayne asked for a volunteer to take minutes of the meeting. Richard Bahena volunteered to do this.

Presentation of Facts and Figures: By Doug Schirmer pertaining to Americana Language Program (ALP) Trends Report. The committee discussed applying the list of non-credit program indicators to the ALP Program. Suggestions about how to proceed with gathering data on ALP for the report included using the “full-time member of the discipline” indicator that applies to all credit programs and moving “class fill rate” from the list of quality indicators to the list of viability indicators. Also, it was agreed that total enrollments for the ALP Program should be used to calculate “enrollment trends,” although each program within ALP would be listed separately for information purposes. Finally, in calculating “class fill rate,” it was recommended that optimums be used in place of room size.

The committee also discussed possible changes to the Program Review Procedure to reflect the College’s creation of a Vice-President of Workforce Development and Continuing Education.

Next Scheduled Meeting: Wednesday, March 25, 2009, 2:30-5 p.m., Valle Verde, B240

Motion to Adjourn: A motion to adjourn was made, seconded, and unanimously passed to adjourn the meeting at 4:07 p.m.

Submitted by: Richard Bahena
March 25, 2009
Valle Verde Campus, B-240

Present: Blayne Primozich, Richard Bahena, Nader Rassaei, Charles Williams, Carmen Thompson, Ida Gonzalez, Antonio Juarez, Robin Russell, Russell Myers, Marta de la Fuente, Dee White, Celina Uranga, Linda Silva, Yolanda Ahner, Steve Smith, Dr. Ron Stroud, Dale Hougham, Doug Schirmer, Dr. Katherine Kelley, Dr. Carina Ramirez

Absent: David Brown, Dorothy Currie, Luz Taboada, Dr. Olga Valerio

Call to Order: Mr. Blayne Primozich called the meeting to order at 2:42 p.m.

Presentation by Foreign Languages and Committee Discussion and Recommendation: Representing Foreign Languages, Mr. Claude Mathis, Dr. Fidel De Leon, and Dr. Jesus De Leon were asked to present information on the indicators not met for the discipline.

After discussion of possible actions concerning Foreign Languages, the following motion was made:

A motion was made and seconded that the discipline is viable with the following recommendations. The motion passed with fifteen (15) yeas, zero (0) nays, and no abstentions.

Recommendations:

- Keep following through with the strategies outlined in the Area Plans
- Look to partner with the Early College High Schools to provide courses in Chinese and Arabic
- Work to create a certificate of completion in Foreign Languages for technical degrees
- Work with counselors to encourage students to complete their foreign language credit requirements for a Bachelor’s Degree here before transferring to a four-year university

Presentation by Drama and Committee Discussion and Recommendation: Representing Drama, Mr. Claude Mathis, Ms. Cornelia Patterson and Mr. Hector Serrano were asked to present information on the indicators not met for the discipline.

After discussion of possible actions concerning Drama, the following motion was made:

A motion was made and seconded that the discipline is viable. The motion failed with five (5) yeas, nine (9) nays, and two (2) abstentions.

A motion was made and seconded to recommend Administrative Review for the Drama Program. The motion passed with thirteen (13) yeas, three (3) nays, and no abstentions.

Recommendations:

- Consider combining Drama with other programs
- Submit Area Plans
- Work with the Curriculum Office to continue plans for articulation agreements with UTEP
- Work to develop sections for Early College and Dual Credit students
- Administrative support for the program
- Completion of the Arts Complex could provide a boost to the program

Chicano(a) Studies Program:

Mr. Claude Mathis discussed with the committee some background on and possible ways to evaluate the Chicano/a Studies Program.

Next Scheduled Meeting: Wednesday, April 8, 2009, 2:30-5 p.m., Valle Verde, B240

Motion to Adjourn: A motion to adjourn was made, seconded, and unanimously passed at 5:00 p.m.

Submitted by: Richard Bahena
Present: Richard Bahena, David Brown, Marta de la Fuente, Ida Gonzalez, Dale Hougham, Antonio Juarez, Dr. Katherine C. Kelley, Jan Lockhart, Russell Myers, Sue Pratt, Blayne Primozich, Dr. Carina Ramirez, Laura Rosales, Robin Russell, Douglas Schirmer, Linda Silva, Steve Smith, Charla Strosser, Dr. Ron Stroud, Dr. Olga Valerio, Deirdre White, Charles Williams

Absent with Notification: Dorothy Currie, Nader Rassaei, Luz Taboada, Carmen Thompson, Celina Uranga

Call to Order:
The meeting was brought to order by Blayne Primozich at 2:35 p.m.

Approval of Minutes:
A motion was made and seconded to approve the minutes of March 4. The minutes were approved with minor corrections.
A motion was made and seconded to approve the minutes of March 25. The minutes were approved with minor corrections.

After some discussion, it was determined that the minutes of March 11 had been approved.

Open Discussion:
Dale Hougham contributed the thoughts of Jesus DeLeon, who recently presented to the PRC. He was pleasantly surprised at the process and thought it was a significant benefit to his discipline as they try to improve their student enrollment. He wanted to thank the committee for all of its hard work.

Presentation of Programs – English Speaking and Listening:
ESAL presented to the committee. The presentation was made by faculty Janine Rudnick, Tracy Von Maluski and Dean Santiago Rodriguez.

Benefits of the discipline toward the College mission included they were student oriented, help students build confidence. They discussed ideas to help the students become more successful to include an orientation prior to Level I courses and a “Transfer to Credit” workshop.

They reviewed the ‘unmet’ indicators and gave a description of CELSA changes that are significantly affecting their numbers.

Following the presentation, the committee discussed the findings. There was a motion and a second that ESAL was ‘viable’. The motion carried unanimously.

The following recommendations and comments were given to the discipline:

• The program is needed by the community.
• Perhaps the ESOL and ESAL discipline could be combined for more effectiveness.
• A pre-requisite or ‘exit examination’ should be given to students so they cannot leave the program without assurances that they possess adequate English language skills.
• Work with the high schools for a pre-College skills exam in conjunction with ACCUPLACER. Perhaps the CELSA can be given earlier.
• Fill Rates coupled with number of section taught by part-time instructors may indicate an abundance of sections. It was suggested they more closely watch the number of sections offered.
• It was suggested that deans and coordinators explore the possibility of limiting course offerings at certain campuses.

The committee thanked the presenters for their time.
**Presentation of Programs – English as a Second Language:**

ESOL presented to the committee. The presentation was made by faculty Myshie Pagel, Carina Ramirez, Tonie Badillo, William Moody, and Dean Santiago Rodriguez.

The faculty presented the committee with a variety of documentation representing their discipline. Some of the discussion pointed to the same issues that the ESAL discipline was encountering (i.e. CELSA changes).

Following the presentation, the committee discussed the findings. There was a motion and a second that ESOL was ‘viable’. The motion carried unanimously.

The following recommendations and comments were given to the discipline:

- The recommendations given to the ESAL program were reiterated to the ESOL program.
- It was suggested that the ESOL discipline could coordinate with the Americana Language Program and that the relationship would be mutually beneficial especially as it pertained to student retention issues.

The committee thanked the presenters for their time.

**Next Meeting:**

The next meeting will be held Wednesday, April 22 at 2:30 p.m. Procedural issues will be the main order of the day. Dr. Brown’s office has offered snacks and refreshments.

**Adjournment:**

There was a motion made and seconded to adjourn the meeting at 5:05. The motion passed unanimously.

Respectfully submitted,

Russell H. Myers, Professor
ITSC Discipline
April 22, 2009
Valle Verde Campus, B-240

Present: Richard Bahena, David Brown, Dr. Dennis Brown, Ida Gonzalez, Dale Hougham, Antonio Juarez, Jan Lockhart, Sue Pratt, Blayne Primozich, Dr. Carina Ramirez, Nader Rassaei, Laura Rosales, Robin Russell, Douglas Schirmer, Charla Strosser, Dr. Ron Stroud, Charles Williams

Absent with Notification: Dorothy Currie, Marta de la Fuente, Dr. Katherine Kelley, Russell Myers, Linda Silva, Steve Smith, Luz Taboada, Carmen Thompson, Celina Uranga, Dr. Olga Valerio, Deirdre White

Guests: Rachel Ortega

Call to Order:
The meeting was brought to order by Blayne Primozich at 2:45 PM.

Approval of Minutes:
A motion was made and seconded to approve the minutes of April 8. The minutes were approved.

Informational Discussion:
Blayne Primozich presented to the PRC his findings of the revenue sufficiency meeting that was held with Dr. Carol Kay, Dr. Ron Stroud and Ms. Christy Frescas.

Dr. Brown:
Addressed and thanked the committee for all of its hard work throughout the semester and extend his appreciation by providing lunch for the PRC.

Committee Motions:
A motion was made and seconded to remove the Retention to the Next Level indicator from the report for Americana Language Program. The committee voted unanimously to accept the motion.

A motion was made and seconded to use overhead costs as part of the formula to calculate Revenue Sufficiency for Americana Language Program. The committee voted unanimously to accept the motion.

A motion was made and seconded to move the Class Fill Rate indicator from the “Quality” section of the report to the “Viability” section for noncredit courses, including the Americana Language Program. The committee voted unanimously to accept the motion.

A motion was made and seconded to add Americana Language Program (ALP) to the report for the next year. All in attendance voted to accept the motion, with the exception of one “no” vote.

A motion was made and seconded to include unduplicated student counts as an information item in the report listed under the Enrollment Trends indicator for all programs. The information will be provided by year and by term. The committee voted unanimously to accept the motion.

A motion was made and seconded to include as an information item in the Program Review Report the dollar amount above or below passing for each year under the Revenue Sufficiency indicator. The committee voted unanimously to accept the motion.

Dr. Ron Stroud:
Dr. Stroud presented the committee with a draft copy of the proposed changes to language in the procedure previously discussed by the committee:
• In section II, language indicating that the appropriate vice-president may request a review of a program by the committee, and that the committee’s recommendations will be made to the appropriate senior administrator(s) for instruction for a program

• In section III. E, responses to the PRC must not include student names or student ID numbers

• In section III. F. 1c, the PR committee chair shall use memos rather than forms to inform vice-presidents of the committee’s recommendations

• The report for ALP shall list information by each ALP component for the Class Fill Rate and Enrollment Trends indicators.

A motion was made and seconded to accept the changes to the procedure presented by Dr. Stroud. The committee voted unanimously to accept the motion.

Adjournment:

There was a motion made and seconded to adjourn the meeting at 5:05. The motion passed unanimously.
September 19, 2007
Valle Verde Campus


Call to Order: Lee Cannell called the meeting to order at 2:14 p.m.

Minutes: A motion was made, seconded, and unanimously passed to accept the minutes as presented from April 25, 2007.

Motion: A motion was made, seconded and unanimously passed to elect Lee Cannell as Chair for the 2007-2008 academic year.

Motion: A motion was made, seconded and unanimously passed to elect Blayne Primozich as Co-Chair for the 2007-2008 academic year.

Motion: A motion was made, seconded and unanimously passed to elect Aggie Becker as Secretary for the 2007-2008 academic year.

Motion: A motion was made, seconded and unanimously passed to change the starting time for the PRC meetings to 2:30 p.m.

Motion: A motion was made, seconded and unanimously passed to accept the Kinesiology report as presented and provide written record regarding strengths and concerns to the Kinesiology discipline.

Institutional Research Times: Dr. Stroud distributed the current Program Review procedure. He said the new report should be available by October 1.

Membership Terms: A motion was made, seconded, and unanimously passed to reconfigure the terms of members of the committee to balance staggered terms.

Area Plans vs. Program Review: Questions arose concerning discipline strategy information from the area plans and how it impacted information received by Program Review. Dr. Dolores Gross was invited to the meeting to bring the members up to date on the gathering of the different reports and their purpose.

Motion: A motion was made, seconded, and unanimously passed to have strategies from October 2006 area plans available for Program Review Committee review on October 1, 2007.

Motion: A motion was made, seconded, and unanimously passed to set a timeline for those individual disciplines to address unmet indicators and prepare and complete a written strategy upon receipt of the report commencing 2008-2009.

Motion to Adjourn: A motion to adjourn was made, seconded, and unanimously passed to adjourn the meeting at 4:35 p.m.

Submitted by: Aggie L. Becker, PRC Secretary

Absent with Notification:  Richard Bahena, Luz Taboada, Katherine Kelley, Yolanda Ahner
Absent:  Dale Hougham, Souraya Hajjar, Amenda Rodriguez
Guests:  Tracy von Maluski, Rachel Ortega

Welcome/Call to Order:  Lee Cannell called the meeting to order at 2:30 p.m.

Approval of Minutes:  A motion was made, seconded, and unanimously passed to accept the minutes as presented from September 19, 2007.

Announcements:  Lee announced that Norma McKenzie had asked to be removed from the committee.  Dr. Jaime Farias, Dean of Education and Occupational Programs, has appointed Russ Myers to serve in her place.  He will attend beginning with the next scheduled meeting on October 31.

The committee established a meeting standard of noting committee members’ attendance at scheduled meetings and asked that the terms “absent with notification” and “absent” be noted in the official minutes of meetings commencing today.  The attendance of guests will also be noted.  It was determined that this was more in keeping with other standing committee minutes.

Presentation of Program Review Binders:  Dr. Ron Stroud distributed the new binders and provided a comprehensive and thorough review of the 2007-2008 Program Review Report and its different sections and contents.

Discussion of Effect of Updated Procedures:  Change in the number of counties shown in the Program Review Report and its impact was discussed along with the removing of revenue sufficiency from the Credit Occupations were discussed.

Discussion of Programs for Review:  Table 1 within the Program Review Report was reviewed and the following programs displayed less than 50 percent viability scores and were recommended for review fall 2007.  These programs and their review dates are:

Professional Administrative Assistant, October 31, 2007
Information Technology Systems/Computer Science, October 31, 2007
Interior Design Technology, November 14, 2007
Media Production Technology, November 14, 2007
Pharmacy Technology, November 28, 2007
Health Professions and Related Sciences, November 28, 2007

Lee will send the letters to the various deans and program coordinators inviting them to meet with program review according to the schedule shown above.

The committee decided that at the February 27, 2008, meeting, the following disciplines will be invited to attend to present their program’s less than 50 percent viability scores.  The programs are Drama, English Speaking and Listening (ESAL), and Kinesiology.

Update of Expected Report on Americana Village:  Lee reported that she had spoken with Dr. Carol Kay regarding the expected revenue report on Americana Village.  Dr. Kay and Lee determined that a deadline for the report would be February 6, 2008, with a subsequent meeting with the Program Review Committee shortly thereafter.

Other Business:  Doug Schirmer advised that Teacher Prep had merged with Child Development for reporting purposes.

Next Scheduled Meeting:  Wednesday, October 31, 2007, 2:30-5 p.m., Valle Verde, B240

Motion to Adjourn:  A motion to adjourn was made, seconded, and unanimously passed to adjourn the meeting at 4:13 p.m.

Submitted by:  Aggie L. Becker, PRC Secretary
October 31, 2007
Valle Verde Campus

Present: Ann Currie, Aggie Becker, Nader Rassaei, Russ Myers, Charles Williams, Lee Cannell, Grace Haddox, Teresa Nevarez, Blayne Primozich, Robin Russell, Mary Scott, Olga Valerio, Marta de la Fuente, Dee White, Ida Gonzalez, Jan Lockhart, Carina Ramirez, Celina Uranga, Steve Smith, Ron Stroud, Doug Schirmer

Absent with Notification: Richard Bahena, Luz Taboada, Jan Lockhart, Katherine Kelley
Absent: Souraya Hajjar, Amenda Rodriguez
Guests: Linda E. Silva, Debbi Farrelly, Geri Rajski

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:32 p.m.

Approval of Minutes: A motion was made, seconded, and unanimously passed to accept the minutes as presented from September 19, 2007.

Discussion of Confidentiality: Lee reminded the committee members of the need for confidentiality in matters coming before the Program Review Committee. In addition and according to Ron Stroud, there is no proxy availability in the Procedures which would permit someone other than the member to attend in his or her absence.

Additional Information to Committee: (1) IT discipline will not appear before the committee because of a situation surrounding job title in their numbers. They had worked with Ron and the titles were rerun; therefore, the numbers rose to an acceptable level. One question was posed to the committee and that was should a change in numbers be accepted once the report has been presented to the discipline? There were two disciplines, with unmet indicators, that turned in their report seven days late. (2) How should the committee react in the future? Care should be taken that time constraints be avoided, if at all possible. Rules should be enforced as of final day and locked in. A better job should be done by all concerned with reporting documents. Briefing at Program Review Committee workshop during faculty development should be promoted.

Motion: A motion was made and seconded to allow IT not to appear before the committee at this time. Furthermore, in the future, no changes after the report has been sent out will be allowed and the procedures will be followed. Motion carried unanimously with no nays and no abstentions.

Scheduling Announcements: Lee brought to the attention of the committee that the order of disciplines to come before the committee was changing due to a site visit scheduled in the Nursing area. They are:

Health Professions and Related Sciences, November 14, 2007
Pharmacy Technology, November 14, 2007
Interior Design Technology, November 28, 2007
Media Design Technology, November 28, 2007

The scheduling of Spring 2008 programs and PRC meetings was discussed with the selection as follows:

February 6 – Dr. Carol Kay to report her findings and Americana Language Village
February 20 – Meeting with ESL and ESAL
March 5 – Meeting with Kinesiology and Drama
March 19
April 2
April 16
April 30

Discussion of Professional Administrative Assistant Report Discrepancies: After discussion of possible actions concerning the PAA program, the following motions were made:

Motion: A motion was made and seconded to recommend continuation of the program with serious concerns. The motion passed by a unanimous vote.

Motion: A motion was made and seconded to make the following recommendations to the PAA program: recommend that the program explore a possible merger with a related program; recommend better management of course offerings to improve fill rates; continue marketing efforts; consider a one-year certificate program that includes MCAS student
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certification; and explore how to be more competitive with for-profit schools, including possible use of shorter terms for courses. The motion passed by a unanimous vote.

**Proposed Planning Training Meeting:** Lee discussed the possibility of conducting a Planning Training session regarding critical measures for fall 2008. Ron further proposed that the training meeting include the district-wide coordinators as well as be recommended for deans. This would ensure that disciplines and deans were completely aware of the reporting process. PRC members were also encouraged to attend this meeting during January 2008 Faculty Development.

**Workforce Job CIP Task Force:** The Program Review Committee established a Workforce Job CIP Task Force comprised of members to review the impact of CIPs relative to all disciplines. The members are:

- Charles Williams, Chair
- Russ Myers
- Aggie Becker
- Katherine Kelley
- Doug Schirmer
- Ron Stroud
- Yolanda Ahner
- Steve Smith, Liaison

**Next Scheduled Meeting:** Wednesday, November 14, 2007, 2:30-5 p.m., Valle Verde, B240

**Motion to Adjourn:** A motion to adjourn was made, seconded and unanimously passed to adjourn the meeting at 4:53 p.m.

**Submitted by:** Aggie L. Becker, PRC Secretary
November 14, 2007  
Valle Verde Campus


Absent with Notification: Teresa Nevarez, Luz Taboada  
Absent: Amenda Rodriguez  
Guests: Dr. Paula Mitchell, Dr. Nader Rassaei, Elaine Olsakovsky

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:32 p.m.

Approval of Minutes: A motion was made, seconded, and unanimously passed to accept the minutes as presented from the October 31, 2007 meeting.

Workforce Job CIP Task Force Deadline: Lee suggested that Charles Williams, Chair of the CIP Taskforce Committee, call a meeting of the taskforce. He selected Monday, November 26, at 2:30 p.m. A room will be chosen and members will be advised of the location. Dr. Kelley explained the significance of the CIP code (Class Instructional Program) and it was suggested that Charles discuss the CIP code during the faculty development workshop and also the feasibility of meeting with district-wide coordinators and deans during January faculty development week. A report will be made at the next meeting.

Announcements: Lee announced that Blayne Primozych, Ron Stroud, Aggie Becker, and she will meet with Dr. Brown regarding planning and understanding the program review process. The meeting is Monday, November 20, at 2:30 p.m. Information will be shared at the next meeting.

It was suggested that the Program Review Committee roster and e-mail addresses be checked to ensure everyone receives the proper announcements and materials. Aggie will handle this for the committee.

Presentation by Pharmacy Technology: Dr. Nader Rassaei accompanied by Dr. Paula Mitchell presented and distributed and interpreted the Pharmacy Technology packets showing several aspects of the program.

Discussion of Pharmacy Technology Program: After discussion of possible actions concerning the Pharmacy Technology program, the following motions were made:

Motion: A motion was made and seconded to recommend continuation of the program. The motion passed by an unanimous vote.

Motion: A motion was made and seconded to make the following recommendations to the Pharmacy Technology program: continue with what you are doing; continue marketing efforts especially targeting pharmacies; moving program from Northwest Campus to Rio Grande Campus is a positive strategy; continue to monitor Banner maximums for clinicals and practicums and continue with efforts to track graduates. The motion passed by a unanimous vote.

Presentation by Health Professions and Related Sciences: Elaine Olsakovsky and Dr. Paula Mitchell came before the committee to present background on Health Professions and Related Sciences (HPRS). Elaine distributed information handouts to the committee.

Discussion of Health Professions and Related Sciences Discipline: After discussions of possible actions concerning HPRS, the following motions were made:

Motion: A motion was made and seconded to recommend continuation of the program with strong recommendations. The motion passed with 19 ayes, 1 opposed, and no abstentions.

Motion: A motion was made and seconded to make the following recommendations to the Health Professions and Related Sciences discipline: closer review of sections offered; advertise more; document and keep track of work with other disciplines and organizations; document which programs go to HPRS for courses; it was suggested that tracking of students to determine which programs they are graduating from be established; it was noted that HPRS is unique and it is necessary to educate the Program Review Committee with its range of courses and how it is used by other programs. The motion passed by unanimous vote.
Next Scheduled Meeting: Wednesday, November 28, 2007, 2:30-5 p.m., Valle Verde, B240

Motion to Adjourn: A motion to adjourn was made, seconded and unanimously passed to adjourn the meeting at 4:55 p.m.

Submitted by: Aggie L. Becker, PRC Secretary
November 28, 2007
Valle Verde Campus

Present:  Ann Currie, Russ Myers, Nader Rassaei, Charles Williams, Lee Cannell, Grace Haddox, Teresa Nevarez, Blayne Primozich, Robin Russell, Mary Scott, Dee White, Ida Gonzalez, Jan Lockhart, Steve Smith, Ron Stroud, Dale Hougham, Doug Schirmer

Absent with Notification:  Aggie Becker, Marta de la Fuente, Carina Ramirez

Absent:  Richard Bahena, Olga Valerio, Luz Taboada, Souraya Hajjar, Amenda Rodriguez, Celina Uranga, Jerry Fulton, Katherine Kelley

Guests: Claude Mathis, Al Mijares, Maria Prospero

Welcome/Call to Order:  Lee Cannell called the meeting to order at 2:36 p.m.

Approval of Minutes:  Approval of the November 14, 2007 minutes was postponed until the next meeting.

Discussion of the Program Review Process:  Saul Candelas addressed the committee about its mission and procedures. He challenged the committee to consider new ways of reviewing programs, such as through a self-study.

Presentation by Interior Design Technology:  Maria Prospero and Steve Smith presented the Interior Design Technology Program, addressing the indicators for fill-rate, number of graduates, student success, and workforce demand.

Discussion of the Interior Design Technology:  After discussion of possible actions concerning the program, the following motions were made:

A motion was made and seconded to continue the program with the following recommendations:

1. The program needs to get the data on the number of real graduates for AAS and certificates and review for information on those who might be eligible for but not applying for a degree.
2. Look forward to receiving the CB116 and respond to it for any undesignated placement of students. The Student Graduate Tracking System, now in development, should help in this endeavor.
3. The committee commends the program on its excellent marketing efforts: website, brochure, and bookmark.

The motion passed, with none opposed and no abstentions.

There was discussion of putting together a packet of data to present to each program coming up for review. A subcommittee consisting of Nader Rassaei, Doug Schirmer, and Dale Hougham was formed, and the committee agreed to take up discussion of the data packet during the spring meetings.

Presentation by Media Production Technology:  Claude Mathis and Al Mijares presented the Media Production Technology Program, addressing low enrollments and fill rates as well as discussing changes to the curriculum.

Discussion of Media Production Technology:  After discussion of possible actions concerning the program, the following motions were made:

A motion was made and seconded to recommend sunsetting the program. The motion passed, with six voting in favor, five opposed, and one abstention.

Further discussion focused on whether or not the committee felt comfortable forwarding the recommendation, given the close vote and the lack of detailed information presented by the program.

A motion was made and seconded to rescind the vote. The motion passed with nine in favor, none opposed, with two abstentions.

A motion was made to table the decision on the program until the February 6, 2008 meeting, during which the program would be asked to return with sufficient documentation. The motion passed with eleven in favor, none opposed, and no abstentions.
Report on Meeting with Dr. Brown: Lee Cannell announced that a training meeting for district-wide coordinators was planned to take place on February 11, 2008 at the ASC Boardroom. One topic for that meeting will be to ask coordinators to review the list of jobs and CIP codes to identify those jobs and codes that relate to their disciplines/programs.

Next Scheduled Meeting: Wednesday, February 6, 2008, 2:30-5 p.m., Valle Verde B 240

Motion to Adjourn: A motion was made, seconded, and unanimously passed to adjourn the meeting at 5:07.

Submitted by: Blayne Primozich, PRC Co-Chair
February 6, 2008
Valle Verde Campus


Absent with Notification: Russ Myers, Robin Russell, Jan Lockhart

Absent: Luz Taboada, Souraya Hajjar, Amenda Rodriguez, Celina Uranga, Dennis Brown, Jerry Fulton, Katherine Kelley

Guests: Claude Mathis, Al Mijares

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:34 p.m.

Presentation by Media Production Technology and Committee Discussion and Recommendation: Representing Media Production Technology, Al Mijares and Claude Mathis who had previously been asked by the committee to return to furnish sufficient documents regarding the program came before the committee.

At the November 28, 2007, Al Mijares and Claude Mathis, representing Media Production Technology had been asked by the committee to return February 6, 2008, to furnish sufficient documentation regarding this program’s viability. Following distribution of Media Production current and new degree plans and presenting information regarding the program, Al and Claude were asked to step outside so the committee could discuss its findings.

After discussion of possible actions concerning Media Production Technology, the following motion was made:

A motion was made to continue the program with very strong recommendations. The motion passed with nine (9) yeas, zero (0) nays, and three (3) abstentions.

The following recommendations were given to Al and Claude for Media Production Technology:

1. Meet often with the advisory committee
2. Demonstrate demand for skills
3. Recommend Media Production Technology developing and getting signed a written articulation agreement
4. Look at alternative scheduling of courses to meet student needs such as evening and weekends
5. Increase enrollment and provide documentation of all efforts
6. Make a commercial
7. Establish Film Festival
8. Contact similar programs at other community colleges obtaining documentation of what they have done and any changes made
9. Partner with other disciplines for filming their program, i.e. culinary and cosmetology, and so on
10. Insure graduates complete Graduate Survey
11. Look at realignment of degree from Certificate transitioning to Associate of Applied Science degree then on to New Mexico State University for a four-year degree
12. Consider keeping copies of students’ work as possible recruitment tool for program

Approval of Minutes: The November 28, 2007 minutes were unanimously approved as written and received. The minutes of the November 14, 2007 meeting were unanimously approved as previously distributed.

Status on Americana Language Programs Report: Ron Stroud distributed draft information regarding Americana Language Programs (ALP) and discussion ensued regarding reporting methods, areas of study, institutional funding, and credit versus continuing education. Results from Dr. Carol Kay, and reported by Doug Schirmer should be available at the February 20 meeting.

February 11, 2008 District-Wide Coordinators Meeting: After reminding the committee of the District-Wide Coordinators Meeting scheduled February 11, Lee asked the members for suggestions regarding questions that would be appropriate for starting dialog with coordinators and Blayne and her for this meeting. Following discussion, and with Ron’s suggestions of using a “frequently asked questions” format, ideas were forthcoming. Members were asked to contact either Lee or Ron concerning comments regarding this meeting.
Other Business: No additional business came before the committee.

Next Scheduled Meeting: Wednesday, February 20, 2008, 2:30-5 p.m., Valle Verde B 240

Motion to Adjourn: A motion was made, seconded, and unanimously passed to adjourn the meeting at 5:09.

Submitted by: Aggie L. Becker, PRC Secretary

Absent with Notification: Richard Bahena, Robin Russell

Absent: Luz Taboada, Souraya Hajjar, Dennis Brown, Jerry Fulton

Guests: Rachel Ortega, Santiago Rodriguez, Joyce Ritchey, Susana Rodarte, David Moody, Tonie Badillo, Ingrid Cardena, Myshie Pagel, Janine Rudnick, Andrea Rico-Elizondo, Tracy von Maluski, Dr. Carol Kay, Gayle Mallinson, Elvia Guzman, Christy Frescas

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:36 p.m. and welcomed the committee’s newest member, Laura Rosales.

Approval of Minutes: The minutes of the February 6, 2008 meeting were approved as received.

February 11, 2008 District-Wide Coordinator’s Meeting Report: Lee provided an update to the meeting that Blayne Primozich and she had attended which provided information and responses to questions regarding the Program Review Reports and their importance to each discipline. She also stated that Ron Stroud distributed a Frequently Asked Questions About Program Review and Planning to attendees. A copy is available on the Institutional Effectiveness (I.E.) Web page.

Presentation of ESOL Program: Members of the ESOL program provided handouts of the program’s activities and discussed recruiting and marketing challenges for the program. Fact Sheets were provided showing ESL student statistics and other program information. Several initiatives were discussed including the CELSA Tutoring/Workshop with a summary of students in the tutoring program.

Discussion and Suggestions for ESOL Program: Following discussion, Lee thanked the faculty and deans for their appearance and presentation.

The following suggestions were made to the ESOL Program:

1. Continue close monitoring of sections offered
2. Follow up on possible marketing dollars
3. Follow procedures on per capita classes
4. Consider per capita monitor
5. Possible restructuring of program, especially where fill rates are hurt by Levels 5 and 6

Presentation of ESAL Program: The three ESAL faculty presented information concerning corrective actions for the combined ESL “program,” which is comprised of ESAL, ESOL, and RESL. Handouts were distributed and reflected the streamlining of courses offered, closer scrutiny of fill rates and faculty utilization, recruitment, and CELSA.

Discussion and Suggestions for ESAL Program: Following discussion, Lee thanked the faculty and deans for their appearance and presentation. On behalf of the committee, your efforts are appreciated. Keep on doing what has worked in maintaining success at Level 4.

The following suggestions were made to the ESAL Program:

1. Work with and research restructuring of program with other disciplines
2. Continue marketing efforts
3. Consider other school districts
4. Continue monitoring number of sections offered

Update on Americana Language Program Report: Dr. Carol Kay and Doug Schirmer along with others provided information regarding ALP and its diverse areas. Discussion concentrated around the six areas and how best to break down the information on revenues and expenditures and the type of funds used when completing the different types of reports. Fill rate, institutional funds, and enrollment trends require attention in reporting and consideration is being given to provide the necessary reporting options.
Dr. Kay’s office will continue building the report treating ALP as one program while listing each individual program offering (children’s program, accelerated program, etc.) separately. More information on this will be provided at the March 5 meeting.

**Other Business:** No additional business came before the committee.

**Next Scheduled Meeting:** Wednesday, March 5, 2008, 2:30 – 5 p.m., Valle Verde B 240

**Motion to Adjourn:** A motion was made, seconded, and unanimously passed to adjourn the meeting at 5:05 p.m.

Submitted by: Aggie L. Becker, PRC Secretary
March 5, 2008
Valle Verde Campus


Absent with Notification: Nader Rassaei, Marta de la Fuente, Yolanda Ahner, Steve Smith

Absent: Luz Taboada, Souraya Hajjar, Dennis Brown, Jerry Fulton

Guests: Bobby Ortega, Bob Femat, Claude Mathis, Hector Serrano

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:50 p.m.

Approval of Minutes: Minutes of the February 20, 2008 meeting will be distributed for approval later.

Update from Dr. Kay’s Area: Doug Schirmer provided a status report on Americana Language Program and asked for volunteer(s) to review retention data with him. Dr. Katherine Kelley volunteered to assist Doug and Russ Myers will be available for technical support, as needed.

Presentation by Kinesiology: Bobby Ortega and Bob Femat addressed the committee concerning the status of the Kinesiology program. A fact sheet showing modifications to Kinesiology was distributed and explained. The highlights of the last 12 months was provided and included the state of possible agreements with UTEP; reducing the optimums for KINE 1306 (First Aid) and the acceptance of that class into the Allied Health programs; Early College High School at Valle Verde; conditioning classes for Fire Technology and Kinesiology now receiving enrollment credit for FIRS 1100; addition of new classes since 2007; and the Kinesiology AA degree established in the 2008-2010 catalog.

Discussion and Commendation of Kinesiology Program: Following discussion, the following recommendations were made to commend the discipline and to keep up the wonderful work that has been accomplished. Furthermore, the committee looks forward to seeing the impact of the early college reflected next year.

Presentation by Drama: Claude Mathis and Hector Serrano presented an update on the challenges faced in the Drama program. A “Report to the Program Review Committee” paper was distributed and reviewed by both Claude and Hector. Several strategies were suggested to include increasing enrollments; locating appropriate-sized classrooms for smaller classes; creative scheduling of courses; district-wide coordinator working with other campuses for course scheduling; and working with the Registrar regarding the DRAM/COMM 2366 class. In addition, recruiting high school and dual credit students and the funding of a proposed Performing Arts facility could be conducive to increased enrollments as well as having students declare Drama as their major with transfer to a four-year institution.

Discussion and Thanks for the Drama Program Presentation: Following discussion, the committee thanked the presenters for their update.

Other Business: As there was time, Lee asked the committee to consider procedural changes for the April 2, 2008 meeting. Possible agenda items for that meeting include (1) a revision to the fill rate calculation; (2) orientation time frame. Members were reminded to consider proposing additional changes prior to the April 2 meeting.

Minutes to Program Presenters. Effective with today’s meeting, each program’s presenters will be furnished a copy of the minutes following PRC appearance.

Administrative/Secretarial Support. Following discussion and with Dr. Kelley’s agreement, administrative/secretarial support will be performed through the support staff in the Curriculum Department, working with the PRC chair(s), beginning with the 2008-2009 year.

Announcements: All Program Review Committee minutes are available on the Institutional Effectiveness (I.E.) Web page.

Next Scheduled Meeting: Wednesday, March 19, 2008, 2:30 – 5 p.m., Valle Verde B 240

Motion to Adjourn: A motion was made, seconded, and unanimously passed to adjourn the meeting at 4:20 p.m.

Submitted by: Aggie L. Becker, PRC Secretary
April 2, 2008
Valle Verde Campus

Present: Richard Bahena, Aggie Becker, Russ Myers, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Blayne Primozich, Mary Scott, Olga Valerio, Marta de la Fuente, Dee White, Ida Gonzalez, Carina Ramirez, Katherine Kelley, Ron Stroud, Dale Hougham

Absent with Notification: Souraya Hajjar, Jan Lockhart, Charles Williams, Yolanda Ahner, Steve Smith, Celina Uranga, Doug Schirmer

Absent: Luz Taboada, Laura Rosales, Ann Currie, Dennis Brown, Jerry Fulton

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:40 p.m. Lee provided clarification on the Americana Language Program report and advised that Claude Mathis and Dr. Carol Kay will attend the April 16 meeting along with Dr. Dennis Brown. Lee notified members that Teresa Nevarez and Aggie Becker will order food for this last committee meeting of the year compliments of Dr. Brown.

Approval of Minutes: Minutes of the February 20, 2008 and March 2, 2008 meetings were approved as previously mailed to the members.

Discussion of Possible Revisions to Procedures:
1. Discussion related to fill rate measurement. Ron Stroud distributed a report showing comparative results on class fill rate at 80%, 75%, and 70%. Lee summarized the class fill rate question as follows: (1) Do we want to keep the 80/75 full status; (2) Adjust and keep certain percentage full; (3) Change to an average; (4) Consider adding a second criteria – average and percentage of sections.

Following discussion of enrollment, information on optimums, suggestion to consider a new standard based on a true average, i.e. using 80%/75% plus another criteria, Ron allowed that he could add another column for information for next fall. It was agreed that the current standards would remain.

Dale Hougham introduced another question on fill rate regarding measuring discrepancies in the Co-Op, Practicums, Clinicals, and other comparatives. Dale suggested that these types of classes be designated as meeting the criteria of at least 100% full prior to calculation of fill rate.

Motion: A motion was made and seconded to designate certain courses, Co-Op, Practicums, Clinicals, and other types of Independent Studies as meeting the fill rate criteria. Motion carried unanimously with no nays and no abstentions.

2. Clarification of overall role of the committee and the committee’s recommending continuation of a program.
Discussion ensued concerning the terminology of committee recommending closure of program. It was suggested that a change be made in that the committee recommend to administration that they review certain program(s). Commentary included the many aspects of the overall process, the role of the individual programs and role of the committee

Motion: A motion was made and seconded to accept the recommendation that the committee recommended to administration that further review of certain program(s) is indicated. Motion carried unanimously with no nays and no abstentions.

Ron will review procedures regarding further administrative review and subsequent actions. It was suggested that Ron also look at the procedures for the possibility of including exemplary criteria in addition to the current emphasis on the negative.

Other Business: Ron reported that within the next three years, Student Learning Outcomes will become an additional measure that will need to be addressed.

Next Scheduled Meeting: Wednesday, April 16, 2008, 2:30 – 5 p.m., Valle Verde B 240, with a reminder that food will be available.

Motion to Adjourn: A motion was made, seconded, and unanimously passed to adjourn the meeting at 4:50 p.m.

Submitted by: Aggie L. Becker, PRC Secretary
Present: Richard Bahena, Ann Currie, Aggie Becker, Russ Myers, Nader Rassaei, Charles Williams, Lee Cannell, Grace Haddox, Teresa Nevarez, Blayne Primozich, Mary Scott, Olga Valerio, Marta de la Fuente, Dee White, Ida Gonzalez, Jan Lockhart, Carina Ramirez, Laura Rosales, Yolanda Ahner, Dennis Brown, Katherine Kelley, Steve Smith, Ron Stroud, Dale Hougham, Doug Schirmer

Absent with Notification: Celina Uranga, Souraya Hajjar, Robin Russell

Absent: Luz Taboada, Jerry Fulton

Guests: Claude Mathis, Gail Mallinson, Elvia Guzman

Welcome/Call to Order: Lee Cannell called the meeting to order at 2:50 p.m. and thanked Dr. Dennis Brown for providing lunch today.

Approval of Minutes: Minutes of the April 2, 2008 meeting were approved as corrected.

Special Recognition: Steve Smith introduced Dr. Brown, who presented outgoing chair Lee Cannell with a plaque in recognition of her contribution and hard work to the committee. Dr. Brown also expressed appreciation and thanked all committee members for their time and extensive undertaking to serve on PRC. Lee thanked everyone for their hard work.

Review of Americana Language Program (ALP) Program Review Report:

The committee discussed the question of which indicators and standards of measurement would be used to prepare the report for the Americana Language Program, focusing in particular on problems with measuring student success and determining the budget for each individual ALP program. The number of successful completions for each level of a program was offered as a way to measure student success. It was agreed that four indicators would serve as the basis of the first report: retention, enrollment trends, fill rates, and revenue sufficiency. The committee will continue to make adjustments to the indicators after the first ALP report is prepared in fall 2008. Including the fall 2008 semester, the report will generate data covering a three-year period.

Dr. Brown thanked Dr. Kay and all those involved in preparing the preliminary data for the ALP. He also thanked ALP faculty members for their participation in the review process. Dr. Brown reiterated his concern that the College identify and review all programs which use institutional funds.

Suggested Changes for Procedures:

Dr. Stroud distributed copies of the revised Program Review Procedure. The proposed changes reflected the committee’s decision to vote on program viability rather than program continuation and included the new rating scale for programs in the report: exemplary, viable, and “in need of formal review.” Also included in the revisions were wording changes to the fill rate and workforce demand indicators.

A motion was made and seconded to accept the revised procedure. The motion passed, with no votes against, and no abstentions.

Next Scheduled Meeting: Next meeting will be in August 2008.

Motion to Adjourn: A motion was made, seconded, and unanimously passed to adjourn the meeting at 4:40 p.m.

Submitted by: Aggie L. Becker, PRC Secretary
OCTOBER 4, 2006

Present: Doug Schirmer, Dr. Ron Stroud, Steve Smith, Dee White, Jan Lockhart, Celina Uranga, Dorothy Currie, Norma McKenzie, Lee Cannell, Mary Scott, Ida Gonzalez, Doug Carr, Robin Russell, Luz Taboada, Nader Rassaei, Dale Hougham, Teresa Nevarez, Edward Gallardo

Guest: Dr. Carol Kay

Call to Order: Ms. Lee Cannell called the meeting to order at 2:10 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of August 30, 2006, were distributed. A motion was made, seconded, and unanimously passed to approve the minutes of August 30, 2006.

Dr. Stroud distributed the new Program Review Report binders and highlighted the executive summary. He noted, based on the data, the PRC will need to review 10 programs. Reports have been emailed to the deans and program coordinators.

Dr. Stroud noted that Kinesiology is in its 4th year of program review.

Class Fill Rate was clarified for the committee members.

Dr. Kay noted the importance of developing a database to account for faculty credentialing and training. She will provide updates on the status during the year.

Discussion ensued on workforce demand indicators, which list number of jobs available, pertinent to credit occupational programs.

Dr. Kay stated quality indicators would be available by November. She discussed deferment of indicators pertaining to employer and advisory committee surveys and reiterated the importance of firming up the process for advisory committees.

Lee Cannell recommended three subcommittees work on the following issues: 1) Concurrent Sections 2) Workforce Demand 3) Revenue Sufficiency.

Lee Cannell recommended that the PRC review two programs at the next meeting. Kinesiology will be the last program to be reviewed.

Next Meeting: October 25, 2006, at 2:10 p.m., Valle Verde Campus, B240

Adjournment: The meeting was adjourned at 3:50 p.m.

Recorded by Celina Uranga
OCTOBER 25, 2006


Call to Order: Ms. Lee Cannell called the meeting to order at 2:14 p.m. and announced the first order of business was the approval of the minutes.

Minutes: The minutes of October 8, 2006, were distributed and a motion was made, seconded, and unanimously passed to approve the minutes as presented.

Program Presentations:

Claude Mathis, Amy Slater presented Dance discipline.

√ Motion to approve continuation of the dance program with recommendations

√√ Motion was seconded

√√√ Motion carried by all members present

Recommendations:

• Develop an area plan to address unmet indicators
• Follow up with the field of study in dance
• Meet with counselor coordinators to inform them of the changes within program

Claude Mathis, Hector Serrano, Eileen Conklin, Joyce Ritchey, Lydia Tena Perez presented Drama discipline.

√ Motion to approve continuation of the drama program with recommendations

√√ Motion was seconded

√√√ Motion carried by all members present.

Recommendations:

• Develop an area plan to address unmet indicators
• Follow up with dual credit courses at the high schools
• Continue to work with UTEP to develop an articulation plan
• Meet with counselor coordinators to inform them of changes within the program

Next Meeting: November 8, 2006 at 2:10 pm, Valle Verde Campus, B240

Adjournment: The meeting adjourned at 4:15 p.m.

Recorded by Celina Uranga
NOVEMBER 8, 2006

Present:  Marta de la Fuente, Dee White, Ida Gonzalez, Jan Lockhart, Carina Ramirez, Lee Cannell, Grace Haddox, Blayne Primozich, Mary Scott, Dorothy Ann Currie, Edward Gallardo, Nader Rassaei, Margaret Rodriguez, Katherine Kelley, Dale Hougham, Steve Smith, Ron Stroud, Yolanda Ahner, Souraya Hajjar, Norma McKenzie, Teresa Nevarez, Luz Taboada

Call to Order: Ms. Lee Cannell called the meeting to order at 2:15 p.m.

Minutes: A motion was made, seconded, and unanimously passed to approve the minutes of October 25, 2006

Program Presentations:

Engineering

√ Motion to approve continuation of the Engineering program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present

Recommendations:

• New full-time faculty member was commended for her efforts in building the program. Suggested that she continue with these efforts
• Monitor fill rate of classes
• Continue working with UTEP on articulation

English as a Second Language

√ Motion to approve continuation of the English as a Second Language program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present

Recommendations:

• Evaluate success rate of students in courses of lower enrollment—not just pass rate, measure students’ success in all classes
• Faculty should advise students
• Track student success of completers
• Meet with counselor coordinators to inform them of changes within the program
• Encourage recruitment
• Monitor sections offered to improve fill rates
• Develop specific area plans to guide and demonstrate specific efforts

English Speaking and Listening

√ Motion to approve continuation of the English Speaking and Listening a program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present

Recommendations:

• Provide tutoring at all campuses
• Reduce the number of sections offered
• Collect data on why students are leaving the program
• Consider pre-advising by faculty
• Continue working on a discipline brochure

Next Meeting: February 7, 2007, at 2:10 pm, Valle Verde Campus, B240
FEBRUARY 7, 2007


Call to Order: Ms. Lee Cannell called the meeting to order at 2:12 p.m.

Minutes: Approval of minutes from November 8 was tabled.

Subcommittees: Revenue Sufficiency, Concurrent Enrollment and Workforce will meet to make recommendations in the Spring semester. Yolanda Ahner agreed to spearhead Workforce Subcommittee.

Program Presentations:

Medical Laboratory Technology

√ Motion to approve continuation of the Medical Laboratory Technology program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present

Recommendation:

• Continue the strategies the program has implemented regarding recruitment and retention of students.

Machining Technology

√ Based on recommendation of AVP of Workforce, motion to sunset the associate degree in Machining Technology
√√ Motion was seconded
√√√ Motion carried by all members present

Recommendations:

• Continue credit Certificate of Completion for Machining Technology
• Continue offering Continuing Education courses.

Next Meeting: February 21, 2:10 pm, Valle Verde Campus, B240

Adjournment: The meeting adjourned at 3:05 p.m.

Recorded by Celina Uranga
FEBRUARY 21, 2007


Call to Order: Lee Cannell called the meeting to order at 2:13 p.m.

Minutes: A motion was made, seconded, and unanimously passed to approve the minutes of November 8, 2006. A motion was made, seconded, and unanimously passed to approve the minutes of February 7, 2007.

Program Presentations:

Music Program

√ Motion to approve continuation of the Music program with recommendations.
√√ Motion was seconded
√√√ Motion carried by all members present

Recommendations:

• Monitor the management of sections offered per semester
• Formalize area plans to assist with tracking efforts

Sociology Program

√ Motion to approve continuation of the Sociology program with recommendations.
√√ Motion was seconded
√√√ Motion carried by all members present.

Recommendations:

• Monitor the management of sections offered per semester
• Formalize area plans to assist with tracking efforts
• Look at dual credit possibilities at Northwest and Mission del Paso campuses, with possible utilization of the high school facilities
• Recommend review of percentage of sections taught by part-time faculty

Next Meeting: March 7, at 2:10 pm, Valle Verde Campus, B240

Adjournment: The meeting adjourned at 4:00 p.m. Recorded by Celina Uranga

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MARCH 7, 2007


Call to Order: Lee Cannell called the meeting to order at 2:15 p.m.

Minutes: A motion was made, seconded, and unanimously passed to approve the minutes of February 21, 2007.

Program Presentation:

Bobby Ortega and Bob Femat presented the Kinesiology discipline:

✓ Motion to approve continuation of the Kinesiology program with recommendations.
✓✓ Motion seconded
✓✓✓ Motion carried

Recommendations:

- Monitor the management of sections offered per semester
- Meet with programs that may utilize CPR and First Aid courses
- Meet with UTEP to discuss joint articulation
- Research optimums to ensure realistic and safe levels
- Look into early college high school and dual credit
- Work with legislature to highlight importance of Kinesiology programs
- Submit formalized plan to PRC committee by May 2007 outlining steps for improvement

Subcommittee Presentations:

Workforce Committee: Recommendations tabled until further notice.

Revenue Sufficiency Committee: Meeting will be held March 21, 2007 at 2:30pm.

Concurrent Enrollment Committee: Marta de la Fuente will meet with Dr. Brown regarding his concerns.

Next Meeting: March 28, at 2:10 pm, Valle Verde Campus, B240

Adjournment: The meeting adjourned at 4:35 p.m.

Recorded by Celina Uranga
APRIL 11, 2007


Guest Speaker: Christy Frescas, Research Associate

Call to Order: Lee Cannell called the meeting to order at 2:15 p.m.

Minutes: A motion was made, seconded, and unanimously passed to accept the minutes with changes from March 21, 2007.

• Revenue Sufficiency: Discussed budgetary issues to address in calculating revenues sufficiency for 2005-2006 academic year.

• Work Force Demand: Motion made, seconded and passed with one abstention that Program Review consider new and replacement jobs as the field forecast for workforce demand criteria.

• Continuing Education: Motion made, seconded and unanimously passed to no longer consider enrollment trends as a viable indicator for criteria for continuing education.

Agenda Items for April 25 meeting:

• Final Decision regarding 1) Revenue Sufficiency 2) Fill rate 3) Counting Continuing Education for Credit

• Christy will run revenue sufficiency for occupational education with optimums.

• Review enrollment trends and fill rate for Americana Language Program.

Next Meeting: April 25, at 2:10 pm, Valle Verde Campus, B240

Adjournment: The meeting adjourned at 4:00 p.m. Recorded by Celina Uranga
April 25, 2007


Guests: Dr. Carol Kay, Christy Frescas

Call to Order: Lee Cannell called the meeting to order at 2:15 p.m.

Minutes: A motion was made, seconded, and unanimously passed to accept the minutes as presented on April 11, 2007.

Fill Rate:
- Dr. Kay discussed fill rate and discrepancy in room capacities between physical plant and Banner.
- Proposed to have physical plant review their caps and how they are updated.
- Request Institutional Research Office to complete an exception report to improve accuracy of data prior to running the reports for Program Review.
- Recommend dual comparison reports with 70% average for class fill rate and current criteria of 80% of classes to be 75% full.

Revenue Sufficiency Reports:
- Motion made, seconded and passed with one abstention to keep revenue sufficiency for credit programs as presently defined.
- Motion made, seconded and unanimously passed to remove revenue sufficiency for occupational programs as presently defined.

Counting CE Students in Concurrent Classes:
- Continue criteria as presently defined and have Institutional Research Office run dual reports on class fill rates, enrollment trends and revenue sufficiency.

Americana Language Program:
- Recommend Institutional Research run report on Americana Language Program over the summer as a pilot for Program Review.

Ramiﬁcations of Absences for Program Review:
- Missing ½ of meetings per semester allows chair to remove member from committee.

Next Meeting: TBA

Adjournment: The meeting adjourned at 4:10 p.m.

Recorded by Celina Uranga
SEPTEMBER 9, 2005

Present: Richard Bahena, Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson, Nader Rassaei, Lee Cannell, Teresa Nevarez, Julie Penley, Blayne Primozich, Mary Scott, Claude Mathis, Marta de la Fuente, Luz Taboada, Irene Gurany-Garcia, Jan Lockhart, Dr. Carina Ramirez, Albert Villegas, Dr. Katherine Kelley, Charles Crawford, Dr. Ron Stroud

Guest: Dr. Carol Kay

Call to Order: Mr. Charles Crawford called the meeting to order at 2:16 p.m. and announced that the first order of business, election of Co-chairs for the Program Review Committee. Results: Chairman, Ms. Marta de la Fuente and Chairman-Elect, Ms Lee Cannell.

Minutes: The minutes of April 29, 2005, were distributed and upon reading, a motion was made to accept the minutes.

✓ Motion to approve the minutes of, April 29, 2005.
✓✓ Motion was seconded

Proposed Procedural Changes: Continued discussion pursued on the proposed procedural changes for the Program Review Committee

Motion: A motion was made to move to accept those shaded areas which were presented in the spring semester as a working document now.

✓✓✓ Motion to approve
✓✓✓ Motion was seconded
✓✓✓ Motion carried by all members present.

1. Amendment: was made to amend section III, F-b, to read; “If the same program is reviewed the second year, the Committee will only review the program’s plans for improvement.”

2. Amendment: was made to amend section III D-1 to read; “When a program meets less than fifty-percent (50%) of its Viability Indicators the Dean/Directors and Program Coordinator shall be required to appear before the Committee to discuss the status of unmet Viability and Quality Indicators.”

3. Amendment: was made to amend section II D-2 to read; “When programs meet fifty-percent (50%) or more of their Viability Indicators the Chair shall be responsible for notifying, by letter, the appropriate Dean/Director and Program Coordinator that they.”

Motion: A motion was made to accept the three “friendly” amendments.

✓✓✓ Motion to approve
✓✓✓ Motion was seconded
✓✓✓ Motion carried by all members present.

Dr. Carol Kay: Presented to the Committee the results of proposed indicators mean, and standard deviation on the information flagged on programs.

Student Learning/Indicators: Discussion to be continued at the next meeting

Adjournment: The meeting was adjourned at 4:10 p.m.

Next Meeting: B240, Valle Verde Campus, September 23, 2005, 2 p.m.

Recorded by Richard Bahena
SEPTEMBER 23, 2005

Present: Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Dr. Julie Penley, Blayne Primozich, Mary Scott, Claude Mathis, Marta de la Fuente, Dee White, Souraya Hajjar, Jan Lockhart, Dr. Carina Ramirez, Amanda Rodriguez, Alberto Villegas, Dr. Dennis Brown, Jerry Fulton, Yolanda Ahnner, Dr. Katherine Kelley, Charles Crawford, Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:10 p.m. by Committee Co-Chair Marta de la Fuente who officially welcomed everyone.

Approval of Minutes: Marta announced that minutes from the April 29, 2005, and September 9, 2005, meetings had been distributed and approval of these minutes was needed. A motion was made to approve the minutes of April 29, 2005. An additional motion was made to approve the minutes of September 9, 2005, as corrected.

- ✓ Motion to approve the minutes of April 29, 2005.
- ✓✓ Motion duly seconded.
- ✓✓✓ Motion was accepted by unanimous vote.
- ✓ Motion to approve the minutes of September 9, 2005, as corrected.
- ✓✓ Motion duly seconded.
- ✓✓✓ Motion was accepted by unanimous vote.

Meeting, Date, Time, and Location: Co-Chair Marta asked those present about the meeting date, time, and location being changed for the Spring 2006 semester. Discussion followed for consideration of changing the meetings to Wednesdays at the same time, and the feasibility of rotating meeting locations. Spring meetings days and times will be communicated when set.

Explanation of Critical Indicators and “Early Alert”: Co-Chair Lee Cannell explained the critical indicators. There was discussion concerning the establishment of an “early alert” criteria for programs. Revenue sufficiency will not be included as an early alert criteria.

A motion was made to add the early alert concept to our procedures.

- ✓ Motion to have an early alert addition to our procedures.
- ✓✓ Motion duly seconded.
- ✓✓✓ Motion was accepted by unanimous vote.

The committee will review and discuss the Program Review report at the next meeting.

Further discussion ensued regarding the impact of applying higher viability indicator cut-off scores and applying critical program review standards for enrollment trends and class fill rate. This would be a first step toward our early alert for information. It was proposed that we add a critically not met box to the report.

A motion was made to add a critically not met box to the report.

- ✓ Motion to add a critically not met box to the report.
- ✓✓ Motion duly seconded.
- ✓✓✓ Motion was accepted by unanimous vote.

Student Learning and Instructional Support Factors in Quality Indicators:
Dr. Brown discussed Student Learning and Instructional Support in the Quality Indicators. Student Learning and Instructional Support factors do not change any indicators, but serve to categorize the indicators in this area.

A motion was made to have Student Learning and Instructional Support as sub categories in the procedure under Quality Indicators.

- ✓ Motion to add Student Learning and Instructional Support to the procedures under Quality Indicators.
- ✓✓ Motion duly seconded.
- ✓✓✓ Motion was accepted unanimously.

Consideration of Workforce Demand Locale (Credit Occupation): There was discussion concerning the locale for demonstrating jobs availability. A motion was made to add the State of Texas to Workforce Demand and to include Dona Ana, Luna, and Otero counties (and Chihuahua, Mexico, as available).
Motion was made to add the State of Texas, Dona Ana, Luna, and Otero counties (and Chihuahua, Mexico, as available).

Motion duly seconded.

Motion was accepted unanimously.

Additional discussion ensued regarding the placement of Workforce Demand in the report.

A motion was made to move Workforce Demand to the Viability Indicators.

Motion to move Workforce Demand to the Viability Indicators.

Motion duly seconded.

Motion was accepted by with 16 yeas, 2 nays, and no abstentions.

Other Business:

1. Co-Chair Marta reminded the committee of the importance of confidentiality of all committee members.
2. Co-Chair Lee thanked Teresa and Aggie for their service.
3. Dean Claude Mathis reported that the instructional deans are committed to providing a digital copy of all Program Review reports to full-time faculty.

Reminder: The next meeting is Friday, October 7, 2005, at Valle Verde, Room B240 from 2 to 4 p.m.

Adjournment: There being no further business, the meeting was adjourned at 4:26 p.m.
OCTOBER 7, 2005

Present: Richard Bahena, Aggie Becker, Charles Crawford, Jon Nelson, Nader Rassaei, Lee Cannell, Teresa Nevarez, Dr. Julie Penley, Blayne Primozich, Mary Scott, Claude Mathis, Marta de la Fuente, Dee White, Jan Lockhart, Amenda Rodriguez, Albert Villegas, Dr. Katherine Kelley, Dr. Ron Stroud

Call to Order: Chair Marta de la Fuente called the meeting to order at 2:06 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of September 23, 2005, were distributed and upon reading, a motion was made to accept the minutes.

√ Motion to approve the minutes of, September 23, 2005.
√√ Motion was seconded
√√√ Motion carried by all members present.

Motion: A motion was made to change the meeting time to 2:15 pm and end promptly at 4:15pm.

√ Motion to approve
√√ Motion was seconded
√√√ Motion carried by all members present.

Dr. Stroud: Distributed new binder to the members present and discussed the information of the third (3rd) revision on procedural changes to program review. Discussion pursued on the early alert notice for programs that may have trends of critical unmet indicators that maybe close to the procedural guideline for being called to program review.

Motion: A motion was made to approach Dr. Brown on review of program at 50%.

√ Motion to approve
√√ Motion was seconded
√√√ Motion carried by majority of members and one vote of no.

Letters to Programs: Programs at the 60% and below will have a letter drafted as an early warning to Program Review

Programs for Review: Architecture, Kinesiology (3rd year), and POCT

Next Meeting: November 4, 2005 at 2:15 pm, Valle Verde Campus, B240

Adjournment: The meeting was adjourned at 4:01 p.m.

Recorded by Richard Bahena
Present: Richard Bahena, Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Blayne Primozich, Mary Scott, Claude Mathis, Marta de la Fuente, Luz Taboada, Dee White, Irene Gurany-Garcia, Souraya Hajjar, Jan Lockhart, Dr Carina Ramirez, Amenda Rodriguez, Albert Villegas, Dr. Katherine Kelley, Charles Crawford, Dr. Ron Stroud

Call to Order: Co-Chair Marta de la Fuente called the meeting to order at 2:17 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of October 7, 2005, were distributed and upon reading, a motion was made to accept the minutes.

√ Motion to approve the minutes of October 7, 2005.
√√ Motion was seconded
√√√ Motion carried by all members present.

Committee: Discussed recalculations of the indicators that affect programs. The early alert notice and strategies and recommendations to help programs improve were discussed. The schedule for programs to appear before the Program Review Committee for 2005-2006 was set.

November 4
Kinesiology
Professional Office Computer Technology

November 18
Architecture
Machining
Court Reporting

February 1
Dental Assisting
Diagnostic Medical Ultrasound
Information Technology Systems/Computer

February 15
Interior Design
Social Work

Trends: The Committee asked Dr. Kelley to research the current trends in occupational programs across the State and report the finding to the Committee.

Next Meeting: November 18, 2005 at 2:15 pm, Valle Verde Campus, B240

Adjournment: The meeting was adjourned at 3:57 p.m.

 Recorded by Richard Bahena
NOVEMBER 18, 2005

Present: Richard Bahena, Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Dr. Julie Penley, Blayne Primozich, Mary Scott, Claude Mathis, Dee White, Irene Gurany-Garcia, Souraya Hajjar, Jan Lockhart, Dr. Carina Ramirez, Amenda Rodriguez, Albert Villegas, Dr. Katherine Kelley, Dr. Ron Stroud, Yolanda Ahner

Call to Order: Chair-Lee Cannell called the meeting to order at 2:07 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of November 4, 2005, were distributed and upon reading, a motion was made to accept the minutes with changes.

√ Motion to approve the minutes of, November 4, 2005.
√√ Motion was seconded
√√√ Motion carried by all members present.

Programs Presentations:

Bobby Ortega, and Ken Korski presented Architecture discipline.

√ Motion to approve continuation of the program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present.

Charles Crawford, and Lucretia Thomas presented Court Reporting

√ Motion was made to discontinue program but with a strong recommendation to convert it to a Continued Education discipline.
√√ Motion was seconded
√√√ Motion carried by a vote of 9 for and 6 opposed.

Jose Cannales and Angel Lerma presented Machining

√ Motion to approve continuation of the program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present.

Dr. Stroud: Discussed list of prefixes that were sent to the deans.

Adjournment: The meeting was adjourned at 5:26 p.m.

Recorded by Richard Bahena
FEBRUARY 1, 2006

Present: Richard Bahena, Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Blayne Primozich, Mary Scott, Claude Mathis, Dee White, Irene Gurany-Garcia, Jan Lockhart, Amanda Rodriguez, Albert Villegas, Dr. Katherine Kelley, Dr. Ron Stroud, Yolanda Ahner

Call to Order: Chair-Elect Lee Cannell called the meeting to order at 2:11 p.m. Discussion pursued on procedural changes to be consider for the April meeting.

Minutes: The minutes of November 18, 2005, were tabled for approval until the next meeting.

Programs Presentations:

Dr. Jaime Farias, Steve Kahoe and Arturo Acosta presented Social Work discipline.

√ Motion to approve continuation of the program with recommendations  
√√ Motion was seconded  
√√√ Motion carried by all members present.

Dr. Jaime Farias, Russ Myers, Dell Najera and Steve Smith presented Information Technology/Computer Science discipline

√ Motion to approve continuation of the program with recommendations  
√√ Motion was seconded  
√√√ Motion carried by all members present.

Steve Smith and Maria Prospero presented Interior Design discipline.

√ Motion to approve continuation of the program with recommendations  
√√ Motion was seconded  
√√√ Motion carried by all members present.

Next Meeting: February 15, 2006, B240, Valle Verde, 2:10 pm

Adjournment: The meeting was adjourned at 4:53 p.m.

Recorded by Richard Bahena
PRESENT: Richard Bahena, Aggie Becker, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Dr. Julie Penley, Blayne Primoizich, Mary Scott, Marta de la Fuente, Luz Taboada, Dee white, Irene Gurany-Garcia, Souraya Hajjar, Dr. Carina Ramirez, Alberto Villegas, Steve Smith, Dr. Katherine Kelley, Dr. Ron Stroud

Call to Order: Chair Marta de la Fuente called the meeting to order at 2:10 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of November 18, 2005, were distributed and upon reading, a motion was made to accept the minutes with changes.

√ Motion to approve the minutes of, November 18, 2005, with changes
√√ Motion was seconded
√√√ Motion carried by all members present.

Minutes: The minutes of February 1, 2006, were distributed and upon reading, a motion was made to accept the minutes with changes.

√ Motion to approve the minutes of, February 1, 2006, with changes.
√√ Motion was seconded
√√√ Motion carried by all members present.

Administrative liaison: Steve Smith, is the new administrative liaison to Program Review Committee

Program Presentation:

Dr. Paula Mitchell and Sharon K. Dickinson presented the Dental Assisting discipline.

√ Motion to approve continuation of the program with recommendations
√√ Motion was seconded
√√√ Motion carried by all members present.

Dr. Paula Mitchell and Nora M. Balderas presented the Diagnostic Medical Sonography discipline.

√ Motion to approve continuation of the program
√√ Motion was seconded
√√√ Motion carried by all members present.

Program Review 2nd year

Dr. Paula Mitchell, Debra Tomacelli-Brock, and Tina Aguilar gave an update on the status of Physical Therapy Assistant discipline.

Adjournment The meeting adjourned at 4:34 p.m.

Next Meeting: March 1, 2006, 2:15 pm, B240.

Recorded by Richard Bahena
MARCH 29, 2006

Present: Richard Bahena, Aggie Becker, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Dr. Julie Penley, Mary Scott, Marta de la Fuente, Luz Taboada, Dee White, Dr. Ron Stroud

Call to Order: Co-Chair Lee Cannell called the meeting to order at 2:16 p.m.

Minutes: The minutes of Feb 15, 2006, will be distributed at the next meeting for discussion and approval.

Proposed Procedural Changes: The co-chairs discussed the current procedures.

Dr. Stroud, presented to the committee suggested changes and highlights to be considered for the procedural revisions. Discussion pursued and certain recommendation/possible revisions were to be discussed at the next meeting.

The Committee requested: the presences of Dr. Brown, Dr Kay, Dr. Stroud, and a representative from the Budget Office, to address issues concerning Continued Education, and Viability Indicators (revenue sufficiency).

Adjournment: The meeting adjourned at 4:47 p.m.

Next Meeting: March 12, 2006, 2:15 pm, B240.

Recorded by Richard Bahena
APRIL 19, 2006

Present: Richard Bahena, Aggie Becker, Norma McKenzie, Jon Nelson, Nader Rassaei, Lee Cannell, Grace Haddox, Teresa Nevarez, Dr. Julie Penley, Blayne Primozich, Mary Scott, Marta de la Fuente, Luz Taboada, Irene Gurany-Garcia, Jan Lockhart, Dr. Carina Ramirez, Alberto Villegas, Steve Smith, Dr. Ron Stroud
Guest: Dr. Dennis Brown, Dr. Carol Kay, Mr. Jerry Fulton

Call to Order: Co-Chair Marta de la Fuente called the meeting to order at 2:15 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of February 15, 2006,

√ Motion to table the minutes of February 15, 2006
√√ Motion was seconded
√√√ Motion carried by all members present.

Minutes: The minutes of March 29, 2006, were distributed and upon reading, a motion was made to accept the minutes with changes.

√ Motion to approve the minutes of, March 29, 2006, with changes.
√√ Motion was seconded
√√√ Motion carried by all members present.

Discussion:
Dr. Dennis Brown, Dr. Carol Kay and Mr. Jerry Fulton discussed procedures and answered questions from the Committee regarding procedural recommendations for next year.

√ Motion was made to drop revenue sufficiency as a viability indicator for credit programs.
√√ Motion was seconded
√√√ Motion carried by all members present.

√ Motion was made to change the language to III.(process) C. 3.(paragraph following)to read as follows: “To facilitate planning budget adjustments to the removal of programs from the College catalog in a timely manner, credit programs shall be reviewed first, prioritized by severity of the deficiency followed by the review of continuing education programs.”
√√ Motion was seconded
√√√ Motion carried by all members present.

√ Motion was made to request permission from the Cabinet to use the working draft for fall 2006-07 while the procedure goes through the review and approval process.
√√ Motion was seconded
√√√ Motion carried by all members present.

Review proposed procedural changes: make any recommendations for the next meeting

Adjournment: The meeting adjourned at 4:12 p.m.

Recorded by Richard Bahena
AUGUST 30, 2006

Present: Doug Schirmer, Dr. Ron Stroud, Steve Smith, Marta de la Fuente, Dee White, Jan Lockhart, Amenda Rodriguez, Celina Uranga, Dr. Katherine Kelley, Dr. Carina Ramirez, Richard Bahena, Dorothy Currie, Norma McKenzie, Margaret Rodriguez, Lee Cannell, Grace Haddox, Blayne Primozich, Mary Scott, Ida Gonzalez

Call to Order: Lee Cannell called the meeting to order at 2:15 p.m. and announced that the first order of business, election of Co-chairs for the Program Review Committee. Results: Chairman, Ms Lee Cannell and Chairman-Elect, Ms. Marta de la Fuente.

Minutes:

Motion: Motion was made, seconded and unanimously passed to change the meeting time to 2:10pm.

Dr. Stroud stated that the Program Review Procedure remains a working draft. Draft will be forwarded to Dr. Brown for review and approval in September.

Motion: Motion was made, seconded and unanimously passed to retain revenue sufficiency indicators as criteria, but it will not be counted in the evaluation of 2006-2007 credit programs.

Dr. Stroud distributed a sample Reviewed Program Report to help new members understand the program review process.

Doug Schirmer provided committee with discipline specific information that will be used for program review for 2006-2007.

Motion: Motion was made, seconded and unanimously passed to notify the appropriate program administrator if a credit occupational program does not meet either the “Number of Graduates” or “Student Success” indicators and or if a program falls into the “Critical” area of performance measured by one or more indicators.

Motion: Motion was made, seconded and unanimously passed that, when a program meets 50 percent or fewer of its Viability Indicators, or, if it is a credit occupation program, does not meet both the “Number of Graduates” or “Students Success” indicators, the appropriate program administrator will be required to appear before the Committee to discuss the status of unmet Viability and Quality Indicators.

Motion: Motion was made, seconded and unanimously passed that the total number of students enrolled (credit and non-credit) in concurrent courses will be counted.

Adjournment: The meeting was adjourned at 3:25 p.m.

Next Meeting: C428, Valle Verde Campus, October 4th, 2006, 2:10 p.m.

Recorded by Celina Uranga
SEPTEMBER 17, 2004

Present: Aggie Becker, Teresa Nevarez, Donna Cieszlik, Richard Bahena, David Henry, Dr. Carina Ramirez, Marta de la Fuente, Doroteo Franco, Pat Rodriguez, Russell Smith, Dr. Ron Stroud, Claude Mathis, Yolanda Ahner, Jan Lockhart, Jon Nelson, Norma McKenzie, Dr. Julie Penley, Tony Procell, Luz Taboada, Alberto Villegas

Call to Order: In the absence of Administrative Liaison Dr. Lydia Tena-Perez, Dr. Stroud called the meeting to order at 1:40 p.m. and announced that the first order of business was the election of two co-chairs and a secretary.

Election of Two Co-Chairs and Secretary: The first order of business was to elect a two co-chairs and secretary. Nominations were solicited and a motion to elect two co-chairs was made.

✓ Motion to elect co-chairs Aggie Becker and Teresa Nevarez
✓✓ Motion was seconded
✓✓✓ Motion to elect carried by unanimous vote

Richard Bahena volunteered to record the minutes and will serve as committee secretary.

Minutes: The minutes of June 9, 2004, were distributed and upon reading, a motion was made to accept the minutes.

✓ Motion to approve the minutes of June 9, 2004
✓✓ Motion was seconded
✓✓✓ Motion carried by unanimous vote

Program Review Revisions to Procedures: Prior to the start of the meeting, Dr. Stroud had distributed binders to all committee members dated September 2004. Dr. Stroud reported on the revisions being considered by Dr. Rhodes to College Procedure 2.03.01.18: Program Review. Dr. Stroud pointed out the benefits for further information in evaluating programs. He presented an overview of the binder contents.

2004-2005 Program Review Report Indicating Units with Viability Indicator Scores Below 50%: Dr. Stroud additionally indicated the report with Viability Indicator scores below 50%.

Update on Program Review Plans: Dolores Gross discussed the updates on program review plans, strategies, and the district-wide reports to the committee.

Data Collection Concerns: Non-Credit Programs. Dr. Carol Kay was present to discuss data collection for non-credit programs. In addition, information on faculty credentials, tracking faculty development, and class fill rates were discussed with Dr. Kay. A request was made for an additional column (or appendix) breaking down specific campuses for viability indicators not met when it is possible to do so. A motion was made to have Dr. Kay research the possibility of providing the not met viability indicator by campus in the program review report.

✓ Motion to add an additional column to the report
✓✓ Motion seconded
✓✓✓ Motion carried unanimously

In reviewing class fill rates for CE courses and the class fill rate viability indicator, a motion was made to eliminate the class fill rate for CE programs.

✓ Motion to eliminate the class fill rate for CE programs
✓✓ Motion seconded
✓✓✓ Motion carried unanimously
A motion was made to retain Quality Indicator #4, Full-Time Faculty Development and to delete the Part-Time Faculty Development indicator, Quality Indicator #5, in both Credit Transfer/Credit Developmental and Credit Occupational, thereby deleting the requirement for all part-time faculty being required to attend Faculty Development Week activities.

✓ Motion to retain Quality Indicator #4 and to delete Quality Indicator #5 from both Credit Transfer/Credit Development and Credit Occupational
✓✓ Motion seconded
✓✓✓ Motion carried unanimously

Regarding faculty credentials, Dr. Kay said she would talk to Human Resources to determine what type of report could be generated indicating faculty credentials. Dr. Kay will report her findings to the committee at the next meeting.

Next Meeting Date: The Fall meeting date schedule was provided with the next meeting to be held October 15. Dr. Stroud asked the Chair to call for approval to change the meeting date to October 14 to allow Dr. Brown’s attendance. The members approved the change of the next meeting date to Thursday, October 14, from 2 to 4 p.m. The room number will be given to the committee once it is selected.

In addition, Aggie asked for comments on changing the 1-5 meeting time to a shorter period. The consensus of the members present indicated the meeting time to be set from 2 to 4 p.m. If more time were to be indicated, adjustments could be made accordingly.

Last Meeting Date: There is a concern about the date for the last meeting during this semester since it would take place during dead-week. Nothing was decided for the moment.

Other Business: Dr. Stroud distributed information concerning Fall 2004 Blood Drive Dates and the Fall 2004 EPCC State Employee Charitable Campaign.

Adjournment: The meeting was adjourned at 4:27 p.m.

Recorded by Richard Bahena
JANUARY 28, 2005

Present: Aggie Becker, Donna Cieslik, Norma McKenzie, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Jan Lockhart, Claude Mathis, Marta de la Fuente, Luz Taboada, Doroteo Franco, Yolanda Ahner, Russell Smith, Dr. Lydia Tena-Perez, Dr. Ron Stroud, Deirdre White, Art Gonzalez

Call to Order: Co-Chair Aggie Becker called the meeting to order at 2:10 p.m. and announced that the first order of business was the approval of the minutes. Additionally, the co-chairs thanked Richard Bahena for chairing the December 3 meeting.

Minutes: The minutes of December 3, 2004, were previously distributed and upon reading, a motion was made to accept the minutes.

✓ Motion to approve the minutes of December 3, 2005
✓✓ Motion was seconded
✓✓✓ Motion carried by all members present.

Discussion of Time Limit Designated for Program Review Presenters: The 30-minute time limit designated for programs appearing before the committee had been tabled from the previous meeting. It was the consensus of the committee members present that the 30-minute time limit should stand; however, some latitude should be available (20-minute presentation and a 10-minute follow up discussion). It was suggested that the time limit be spelled out in the letter to the appearing program so they were aware of this stipulation and could plan accordingly for their presentation. In addition, the topics for consideration should also be definitely identified so programs were more prepared for their schedule appearance time.

Discussion of Letters Sent to Programs That Have Met Viability Indicators: Letters sent to programs that have met viability indicators had been tabled from the previous meeting. Co-Chair Teresa Nevarez advised that the co-chairs had been approached by individuals asking whether a program had to come before the committee when this letter was received. In other words, it appeared that programs receiving the non-appearance letter were confused with what was required. It was suggested that perhaps this letter might have more of a congratulatory tone, or at the least, a subject line such as “programs in good standing.” With this change to the letter, it was believed that this would clarify individual programs doubt regarding their performance.

Introduction of New Member and Guest: Aggie apologized for not introducing our newest member, Deirdre White, at the beginning of the meeting. She also announced that Irene Gurany-Garcia has been appointed as well to the committee but was unable to attend today due to a prior commitment. Art Gonzalez was introduced as liaison for Dr. Carol Kay during her absence from the College this semester.

Discussion of Returning and Sunset Programs: The co-chairs requested input from the committee members concerning returning and sunset programs appearing before the Program Review Committee. Aggie advised that in December, she had mailed out letters to those programs who had previously met with the committee letting them know they would be returning in the spring semester. In this case, the procedure does state that any program meeting less than 50% were to appear. However, she advised that she did not mail letters to the sunset programs because she questioned whether there was a procedure for handling those programs, and whether they were required to return to the committee. The committee then determined that programs that had been recommended for closure did not return.

This prompted discussion on questions the committee believed only Dr. Brown could answer. These included (1) a mechanism for notifying the committee on decisions taken by the President on the PRC recommendations; (2) no notification was received by the programs or PRC following the December 2003 recommendations; and (3) how long do programs continue to return to PRC for review when their deficiencies have not changed? The committee instructed the co-chairs to meet with Dr. Brown prior to the next meeting to clarify these items and to also assist him when the committee meets in February.

Meeting Date Change: The February 11, 2005, meeting has been changed to Wednesday, February 16 from 2-4 in B-240 at Valle Verde to meet with Dr. Brown. In addition, the meeting scheduled for Friday, February 25, 2005, has been cancelled. These changes were approved by all members present, and a copy of the revised meeting schedule will be forwarded to the members.

LVN Program Revised Report: Dr. Stroud distributed a revised Vocational Nursing Program Review Report: 2004-2005 and explained that the state had furnished erroneous information on the number of students passing state licensure. When the state learned of their mistake, the discrepancies were corrected and the LVN program figures were changed. Dr. Stroud asked that we place this revised report in our binders.

SACS Annual Meeting-Report on PRC Presentation: Dr. Stroud reported that he and Dr. Brown had attended the Southern Association of Community Colleges (SACS) Annual Meeting and had presented a workshop on the College’s Program Review
Committee. He said their presentation was well received and that program review report handout was distributed. Dr. Stroud also advised that other measures were being contemplated, namely, student learning (Viability Indicator-to be created) and workforce demand in the area (our Quality Indicator #18). Both will require consideration is establishing measurement criteria.

**Non-Credit Programs Information:** Art Gonzalez reported that he will see if the non-credit programs information that Dr. Kay was working on can be provided at the February 16 meeting. Dr. Stroud added that Dr. Kay had been working on class fill rate data by site and that they would try and accommodate the committee with this information.

**Other Business:** Jan Lockhart reported that she had met with a representative from the Department of the Army and learned that within the next five years, there was going to be a need for retraining special populations from military personnel returning to the civilian workforce. Jan recommended that we review all programs for this special population to determine how the College could offer regular and specialty programs. Yolanda Ahner said that she has participated in similar needs discussion.

**Adjournment:** The meeting was adjourned at 3:52 p.m.

Recorded by Teresa Nevarez and Aggie L. Becker
FEBRUARY 16, 2005

Present: Richard Bahena, Aggie Becker, Teresa Nevárez, Donna Cieslik, Norma McKenzie, Jon Nelson Gus Pina, Bob Femat, David Henry, Marta de la Fuente, Irene Gurany-Garcia, Dr. Carina Ramirez, Alberto Villegas, Dr. Dennis Brown, Yolanda Ahner, Dr. Katherine Kelley, Dr. Lydia Tena-Perez, Dr. Ron Stroud

Call to Order: Co-Chair Aggie Becker called the meeting to order at 2:09 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of January 28, 2005, were distributed and upon reading, a motion was made to accept the minutes with changes.

√ Motion to approve the minutes of, January 28, 2005, with changes.
√√ Motion was seconded.
√√√ Motion carried by all members present.

Returning Program: The Committee met with Dr. Dennis Brown, Vice President of Instructions, on issues concerning returning programs, committee recommendations, and administrative issues regarding these topics.

New member: Dr. Katherine Kelley from the curriculum office has replaced Russell Smith in the committee.

Dates for Returning Programs: The following programs will return to present their status to committee on the following dates. They are: Travel and Tourism and Engineering, on Friday, March 11, 2005, and Anthropology, and Kinesiology on April 8, 2005.

Non-credit Programs: Mr. Art Gonzalez presented information and status on information that the committee had requested from Dr. Carol Kay. The area of concern is continuing education.

Orientation of New Members: The Co-chairs presented an orientation to the new members on the function of the Program Review Committee. This will be an ongoing function of the officers.

Motion: A motion was made that the officers hold an orientation for the new members and the College staff during Faculty Development Week or as needed, to provide information on the functions of the Program Review Committee.

√ Motion was made for the officers to hold an orientation for new members and College staff during Faculty Development Week or as needed.
√√ Motion was seconded.
√√√ Motion carried by all members present.

Motion: A motion was made to place in the procedures that the previous year’s officers are to take charge of conducting the fall orientation until new officers are elected.

√ Motion was made for the change to be made in the procedures.
√√ Motion was seconded.
√√√ Motion carried by all members present.

Meeting Announcements: The Co-chairs wanted to reiterate that if you need information, concerns or complaints in reference to Program Review, members should direct their concerns directly to the chairs.

Other Business: Discussion on attendance took place and it was determined that members should notify chairs of their absence as indicated by the procedures.

Quality Indicators: Discussion on proposed consideration for looking at programs quality indicators as well as viability indicators. This issue was proposed as a future agenda item.

Adjournment: The meeting was adjourned at 3:50 p.m.

Recorded by Richard Bahena
MARCH 11, 2005

Present: Richard Bahena, Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson Gus Pina, Bob Femat, David Henry, Teresa Nevarez, Dr. Julie Penley, Tony Procell, Irene Gurany-Garcia, Luz Taboada, Doroteo Franco, Jan Lockhart, Dee White, Alberto Villegas, Jerry Fulton, Dr. Katherine Kelley, Dr. Lydia Tena-Perez, Dr. Ron Stroud, Dr. Carina Ramirez

Call to Order: Co-Chair Aggie Becker called the meeting to order at 2:07 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of February 16, 2005, had been previously distributed and upon reading, a motion was made to accept the minutes with changes.

√ Motion to approve the minutes of February 16, 2005, with changes.
√√ Motion was seconded
√√√ Motion carried by all members present.

Returning Programs: Two programs – Travel and Tourism, represented by Dr. Eileen Conklin and Linda Cropper and Engineering, represented by Bobby Ortega and Klaus Christiansen, provided program updates to the committee.

Workshop: The Co-chairs discussed the upcoming fall workshop that will be presented by officers of the Program Review Committee.

Clustering of Programs: Dr. Katherine Kelley provided taskforce research on program clustering into academies.

Date for Returning Programs: The Program Review Committee will meet with Anthropology and Kinesiology on April 8, 2005, on program status.

Adjournment: The meeting was adjourned at 4:40 p.m.

Recorded by Richard Bahena
AUGUST 29, 2005

Present: Richard Bahena, Aggie Becker, Donna Cieslik, Norma McKenzie, Jon Nelson, Don Haney, David Henry, Teresa Nevez, Doroteo Franco, Irene Gurany-Garcia, Dr. Carina Ramirez, Jan Lockhart, Albert Villegas, Dr. Dennis Brown, Yolanda Ahner, Dr. Katherine Kelley, Dr. Ron Stroud

Call to Order: Co-Chair Aggie Becker called the meeting to order at 2:25 p.m. and announced that the first order of business was the approval of the minutes.

Minutes: The minutes of April 8, 2005, were distributed and upon reading, a motion was made to accept the minutes.

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.

Proposed Procedural Changes: The Co-chairs discussed the proposed procedural changes for the Program Review Committee. Discussion pursued and recommendations for procedural changes are as follows:

Motion: A motion was made to consider the change to accept three year terms for membership.

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.

Motion: A motion was made to consider the change to 1/3 of the Committee changing membership each year.

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.

Motion: A motion was made to adopt the language "There shall be two co-chairs; one of whom shall serve as the senior co-chair during the following academic year."

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.

Motion: A motion was made to abolish any reference to grade distribution as a basis for Program Review.

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.

Motion: A motion was made to delete indicator #3 in every category.

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.

Motion: A motion was made to include the critical indicators for reviewing programs that should be used for evaluations, but to work out the numbers on the critical indicators and any reference thereof.

Motion to approve the minutes of April 8, 2005
Motion was seconded
Motion carried by all members present.
**Motion:** A motion was made to add a statement regarding standard #6 under Employee Survey Satisfaction to obtain a list of employers to be surveyed from the program coordinator or in any references thereof where applicable.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to add a statement regarding standard #6 under Employee Survey Satisfaction to obtain a list of employers to be surveyed from the program coordinator or in any references thereof where applicable.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to omit student learning and instructional support indicators from the procedures for bringing programs to be evaluated.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to omit student learning and instructional support indicators from the procedures for bringing programs to be evaluated.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to keep 50% with critical indicators on the viability.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to keep 50% with critical indicators on the viability.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to keep the wording in the procedures on information given to the Committee on recommendations.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Motion:** A motion was made to keep the wording in the procedures on information given to the Committee on recommendations.

- ✓ Motion to approve the minutes of April 8, 2005
- ✓✓ Motion was seconded
- ✓✓✓ Motion carried by all members present.

**Adjournment:** The meeting was adjourned at 5:07 p.m.

Recorded by Richard Bahena
SEPTEMBER 19, 2003

Present: Aggie Becker, Donna Cieslik, Duffy Nava, Gus Pina, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Dr. Carina Ramirez, Marta de la Fuente, Mary Beth Haan, Claude Mathis, Luz Taboada, Irma Craver-Castillo, Pat Rodriguez, Dr. Lydia Tena-Perez, Alberto Villegas, SGA Representative, Dr. Dennis Brown, Russell Smith, and Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:10 p.m. by Co-Chair Irma Craver-Castillo who officially welcomed everyone.

The purpose of the Program Review Committee was reviewed by Co-Chairs Irma Craver-Castillo and Donna Cieslik. This committee has worked very hard for a couple of years to propose a process and procedure by which quality indicators can be used to review all programs. All programs will be evaluated: credit-academic, credit-occupational, and continuing education.

Introductions: There are new appointments to the PRC Committee and individuals present were asked to introduce themselves. A Temporary Program Review Membership Roster: 2003-2004 was distributed by Dr. Ron Stroud. Dr. Dennis Brown noted that previous members would remain for another year and then rotate off. New appointees would serve through August 31, 2005. An official sign-in sheet was distributed.

Minutes: The minutes dated July 30, 2003 were distributed and will be reviewed and approved at the next meeting.

Procedure Status and Proposed Change: Donna recommended one addition that had been discussed that morning and she asked that the committee review it. The change reflected that deans should be able to review discipline-developed improvement plans. This revision would have the following section read:

II. Program Evaluation Criteria

The Committee evaluates instructional programs based on performance indicators or at the request of the Vice President of Instruction or at the request of the Vice President of Student Services. The Committee makes recommendations on program improvement and on program continuation to the appropriate senior administrator(s) for instruction.

This change was voted upon and unanimously approved.

To be in compliance with the change above, a revision was also made in III. D.

III. D. Following the receipt of the Program Review Report, the PRC shall meet to evaluate instructional programs based on their achievement of the Viability and Quality Indicators or at the request of the Vice President of Instruction or at the request of the Vice President of Student Services.

The following reflects additional revisions recommended and approved.

II. B. 3. The procedure shall include words similar to the following: Voting members of the Committee shall not vote on any recommendation pertaining to its programs.

III. B. 3. The procedure shall include words similar to the following: IR shall send, as necessary, requests for data to applicable program Deans/Directors by April 1. Data requests for all indicators except Credit Occupational Quality Indicator 16 (Student Licensure/Certification, as applicable) shall be returned by May 15. The data for Credit Occupational Quality Indicator 16 (Student Licensure/Certification, as applicable) is due August 15. If the data requests are not returned by their respective dates, the indicator scores pertaining to the requested data shall be zero. When more than one Dean/Director and Program Coordinator are responsible for a program, they shall confer amongst each other in order to prepare a joint, consolidated response to the data requests.
III. C. The procedure shall include words similar to the following: IE sends a Program Review Report to Deans/Directors. The Program Review Report shall include Area Effectiveness Plans and, where applicable, data submitted by the Dean/Director on a program’s mandatory accreditation status. The data shall include whether the program is accredited. If the program is not fully accredited, the Dean’s/Director’s explanation for the program’s accreditation status shall be provided in the report.

III. D. 1. Bulleted item 5 shall include words similar to the following: A list of topics which the Dean/Director and Program Coordinator should be prepared to address, within a 30-minute time period at the scheduled PRC meeting. When more than one Dean/Director and Program Coordinator are responsible for a program, they shall confer amongst each other, before appearing before the committee in order to prepare a joint, consolidated response to the findings of the report. The list of topics shall include:

- Data discrepancies, if applicable
- Viability Indicators not met (e.g. extenuating circumstances, if applicable)
- Strengths of the program
- Contemplated corrective actions for unmet indicators
- Achievement of objectives of previous year’s Area Effectiveness Plans

III. F. 2. First sentence shall include words similar to the following: Program improvement for all programs. Remainder of the III. F. 2 continued as previously stated.

Program Review Report:

(A) Data/Surveys from Deans: The data compiled through the surveys from the Deans was reviewed. Handouts were distributed and explanation of survey information was provided by Donna and Dr. Stroud.

Dr. Perez questioned the placement of Viability #7 in the Credit Occupational Programs. Following discussion, Viability #7 was moved to #5 to maintain consistency between the Credit Transfer/Credit Developmental programs. This viability concerns Full-Time Faculty in Discipline. This realigning was approved.

(B) Programs for Review: Following a review of all programs, it was determined that there were a total of eight to be reviewed, and consisted of four academic and four WECM or occupational. These included Anthropology, Kinesiology, Engineering, Mass Communications, Electronics Technology, Environmental Health and Safety Technology, Ophthalmic Technology, and Travel & Tourism.

Program Review Schedule: A drawing was conducted to establish the schedule of programs to be reviewed. The date and program is shown below:

<table>
<thead>
<tr>
<th>Date</th>
<th>Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 3</td>
<td>Environmental Health and Safety Technology</td>
</tr>
<tr>
<td>October 3</td>
<td>Engineering</td>
</tr>
<tr>
<td>October 17</td>
<td>Mass Communications</td>
</tr>
<tr>
<td>October 17</td>
<td>Anthropology</td>
</tr>
<tr>
<td>November 7</td>
<td>Kinesiology</td>
</tr>
<tr>
<td>November 7</td>
<td>Electronics Technology</td>
</tr>
<tr>
<td>November 21</td>
<td>Travel &amp; Tourism</td>
</tr>
<tr>
<td>November 21</td>
<td>Ophthalmic Technology</td>
</tr>
</tbody>
</table>

Donna reminded members to attend these important sessions and that their knowledge and expertise in serving on this committee was vital to the success of the Program Review Committee process.

Activities Prior to First Meeting: General discussion of what was required prior to the October 3 and subsequent meetings with the selected program was conducted and included notification of all Deans so they could coordinate the presentation. It was determined that the respective Deans could best select an acceptable and most appropriate time for them to meet for preliminary discussion.

The final meeting date for the Program Review Committee was set for December 15 at which time recommendations will be made in accordance with the procedure.

In conclusion, Dr. Brown thanked the members of the core group of the PRC for their diligence and hard work and let them know how much their time and effort was appreciated. We were reminded that this committee is charged with the serious business of assisting programs in improving their program. This committee’s primary focus is improvement.

Adjournment: Upon motion by Donna Cieslik and duly seconded, the meeting was adjourned at 4:05 p.m.

Recorded by: Aggie L. Becker
OCTOBER 3, 2003

Present: Aggie Becker, Donna Cieslik, Richard Bahena, Duffy Nava, Gus Pina, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Dr. Carina Ramirez, Marta de la Fuente, Mary Beth Haan, Claude Mathis, Luz Taboada, Irma Craver-Castillo, Doroteo Franco, Pat Rodriguez, Alberto Villegas, Dr. Dennis Brown, Tim Nugent, Russell Smith, Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:05 p.m. by Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Interview Process for Deans and Program Coordinators: Co-Chair Donna Cieslik asked the committee for suggestions on how the deans and program coordinators should meet with the Program Review Committee. A motion was made to have the deans and the program coordinators present together.

✓ Motion to have the deans and program coordinators meet together with the Program Review Committee.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted by the majority of members present.

Confidentiality was discussed regarding having the names of the programs under review stated in the minutes.

Five Questions Asked of all Program Representatives: Irma distributed a list of five questions to the committee to be asked of all programs to come before the committee this fall. The list included:

1. Data Discrepancies?
2. Viability Indicators not met.
3. Strengths of program
4. Contemplated corrective actions for unmet indicators?
5. Achievement of objectives?

The co-chairs will ask the questions during the allowed 30-minute period, and attend to any data discrepancy on issues the committee deemed necessary.

The two programs scheduled today are Engineering and Environmental Health and Safety Technology, shown in the binder on page 13 under Credit Transfer Programs, and on page 90 under Credit Occupational Programs, respectively.

At this point, Co-Chair Irma welcomed everyone to the meeting and asked those present to introduce themselves. Introductions included PRC committee members and Dean Roberto Ortega, Architecture, Arts, Math and Science at VV, Dean Steve Smith, Math, Occupational Education and Science at TM, and Claus Christiansen, Mathematics instructor at VV.

Irma provided an overview of the charge to the Program Review. She explained that if a program meets less than 50 percent of the Viability Indicators that the program would be requested to meet with the PRC. Irma further explained that there were five questions to be asked of each program representative and that Donna would ask those questions, using information taken from the September 2003 reports.

Engineering

On behalf of the Engineering program, Dean Ortega provided a handout of information that reviewed the last three years of the program in regard to enrollment, semester and campus, and instructor. He had questions regarding the data because the fill rate for fall 2003 indicated 81-83 percent. Prior to this year it had been lower, but there has been a big increase occurring in enrollment trends. He mentioned that one course syllabus had not been completed, but that had been taken care of satisfactorily. There is no full-time faculty for Engineering. Claus Christiansen is assigned to Math and also teaches engineering. Strengths of the program along with transfer courses to UTEP were also noted.

Other comments included higher TM enrollment, students prefer to take calculus here and then transfer, field of study, and the need for a full-time instructor according to SACS.

After reviewing the program and the information provided during the question and answer session, the committee recommended that the Engineering program be continued and that a full-time faculty be available to the discipline.
✓ Motion to continue Engineering with the recommendation for a full-time faculty having primary teaching responsibility in the discipline.

✓✓ Motion was seconded.

✓✓✓ Motion was accepted by unanimous vote.

Environmental Health and Safety

Dean Steve Smith and Instructor Russ Smith representing Environmental Health and Safe Technology met with the committee. Donna began the questioning on data discrepancies. There was no problem with the data provided.

The Environmental Health and Safety representatives shared information on class fill rates, faculty in discipline and schedules, number of graduates, and provided a PowerPoint presentation showing various aspects of the program.

Other information provided included types of student in program, efficacy of placing program in continuing education, and the possibility of the program being placed under another degree plan.

Irma asked if Russ and Dean Smith had any other questions or comments for the committee, and thanked them for attending.

The committee reviewed the program information and the responses from the question and answer session. The data provided was discussed and reflected performance of the program is in the indicators.

A motion was made to not continue the Environmental Health and Safety Technology program.

✓ Motion to discontinue Environmental Health and Safety.

✓✓ Motion was seconded.

✓✓✓ Motion was accepted by unanimous vote.

Approval of Minutes: A motion was made to approve the minutes of the September 19, 2003 meeting.

✓ Motion to approve the minutes of the September 19, 2003 meeting.

✓✓ Motion was seconded.

✓✓✓ Motion was accepted unanimously.

Adjournment: The meeting was adjourned at 4:45 p.m.

Recorded by: Aggie L. Becker
OCTOBER 17, 2003

Present: Aggie Becker, Donna Cieslik, Richard Bahena, Duffy Nava, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Carina Ramirez, Marta de la Fuente, Claude Mathis, Luz Taboada, Irma Craver-Castillo, Doroteo Franco, Pat Rodriguez, Dr. Lydia Tena-Perez, Alberto Villegas, Dr. Dennis Brown, Tim Nugent, and Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:14 p.m. by Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Minutes and Other General Information: Co-Chair Donna Cieslik reported that the minutes for the previous meeting were not ready for distribution. They would be reviewed at the next meeting. The letter to Dr. Brown regarding the committee’s recommendation on Engineering and Environmental Health & Safety had been sent. A formal recommendation has been made to the President on Environmental Health & Safety. Information received from the President will be reported to the committee. The President can override the recommendation of the committee.

Suggestions for a new form were made by Dr. Brown and these will be implemented.

Discussion:

- A suggestion on more commentary and description of how program recommendations and decisions are made was considered and more information will be provided.
- Confidentiality was discussed.
- It was suggested that there be a recommendation in the procedure how to notify disciplines of the program review outcome.

It was decided that the two vice presidents responsible for the particular area inform the deans and district-wide discipline coordinators of the committee’s decision. It was further decided that those major factors that cause the committee to make a recommendation should be put down as rationale and suggestions made prior to the meeting being adjourned.

Dr. Brown suggested some changes to the form that is being forwarded to him and suggested that the form be marked with the suggested information and/or data. In addition, the procedure, specifically the viability indicator, should specify that a full-time faculty member have a full-time teaching load. These will be addressed.

The following programs were to be presented to the committee today:

Anthropology
Business-International Trade and Business

Anthropology

The representatives from the Anthropology area were admitted to the meeting and were officially welcomed by Co-Chair Irma Craver-Castillo. Irma provided background on programs that meet less than 50 percent of the viability indicators, and how the dean and coordinators are then asked to meet with the Program Review Committee. Irma asked that Ms. Susana Rodarte begin the introductions.

Irma explained that there were set questions the committee would like to address. A report was provided to the committee and Susana, Tom Myers, and Ed Chambless, full-time Anthropology instructors, provided details. Anthropology is offered at VV only. Tom and Ed have specific information concerning Viability Indicators 1, 2, and Quality Indicator 7; specifically Contact Credit Hours per FT Faculty, Class Fill Rate, and Course Syllabus which had been previously identified.

Irma remarked that Viability Indicators for Contact Hours, Class Fill Rate, Enrollment Trends, and Revenue Sufficiency had not been met.

The Anthropology representatives provided information concerning the program regarding one course move to Geography and its impact on the Anthropology discipline as well as transfer information between UTEP and EPCC. In addition, the committee was advised that Anthropology is part of the core because it is part of almost every curriculum in the state.
Concerning the data discrepancy for syllabi, copies were distributed showing that the syllabi were in compliance with College guidelines. It was suggested that Tom and Ed meet with Rafaela Franco in the Curriculum Office to go over any syllabi discrepancy.

The committee thanked Ms. Rodarte, Tom, and Ed for their comments and extended well wishes for a nice weekend.

Upon review of the program and the question and answer session, the committee made the following recommendation:

- Motion was made to continue the Anthropology program.
- Motion duly seconded.
- Motion was accepted by unanimous vote.

Business-International Trade and Business

The next program for review is Business International Trade and Business. Dean Lee Cannell and discipline coordinator Linda E. Silva along with faculty member Dr. Lois Elias were welcomed by Irma who explained the purpose and meeting process. She introduced Co-Chair Donna and advised that Donna will be asking certain questions regarding the program. These questions relate to the Viability Indicators on Contact hours, class fill rates, enrollment trends, and revenue sufficiency, and if you have a presentation, please feel free to provide that to the committee.

Linda provided an informational packet on the program and identified several areas within the packet. Items included the program meets the needs of the border area, and that it targets a specific population and this is not reflected in the data discrepancy report. Lack of marketing funds was mentioned along with the consideration for not offering on-line classes until the program strengthens.

Several committee members asked questions of the representatives consisting of jobs availability, dual credit potential, data discrepancies. Lee responded that small programs that have smaller classes have a high probability of not being revenue sufficient.

Upon conclusion of the Business-International Trade & Business presentation, Irma thanked them for sharing their information with the committee.

After reviewing the program and the questions and answer segment, the committee made the following recommendation:

A motion was made to discontinue the Business-International Trade & Business program and that the pertinent courses be placed under Business Management.

- Motion to discontinue the Business-International Trade & Business program and that the pertinent courses be placed under Business Management.
- Motion duly seconded.
- Motion was accepted unanimously with no abstentions.

An additional motion to place Business-International Trade & Business under continuing education was made.

- Motion to place Business-International Trade & Business under continuing education.
- Motion duly seconded.
- Motion carried with 18 votes in favor, 2 abstentions.

Closing Comments

- Make revisions to the procedure, recommendation form.
- Letters will be sent out to the deans for the October 31 meeting to respond with a data discrepancy form.
- Procedural changes will be reviewed for clarity.

Adjournment: The meeting was adjourned at 4:45 p.m.

Recorded by Aggie L. Becker
NOVEMBER 7, 2003

Members Present: Aggie Becker, Donna Cieslik, Richard Bahena, Duffy Nava, Gus Pina, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Dr. Carina Ramirez, Irma Craver-Castillo, Doroteo Franco, Pat Rodriguez, Dr. Lydia Tena-Perez, Jerry Fulton, Russell, Smith, Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:15 p.m. by Committee Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Minutes and Other General Information:

A motion was made to that we have general summary minutes without specific details.

✓ Motion to have general summary minutes without specific details.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted by unanimous vote.

The following programs were to be presented to the committee today:

Kinesiology
Electronic Technology

Kinesiology

Deans Dr. Paula Mitchell, Bobby Ortega, Steve Smith and Program Coordinator Bob Femat represented Kinesiology. Viability Indicators under review included Contact Credit Hours, Class Fill Rate, Enrollment Trends, and Revenue Sufficiency.

Representatives from the Kinesiology Discipline and respective Deans met with the committee and were given an opportunity to discuss the program. Co-Chair Irma Craver-Castillo provided information regarding the set of five questions to be asked of all disciplines appearing before the committee as well as any presentation to be provided.

The Kinesiology representatives responded to the questions and provided information and handouts relative to the program.

After reviewing the program and the question and answer session, the committee made the following recommendation.

✓ A motion was made to keep the Kinesiology program, with recommendations to convert the mixed dance/Kinesiology position at Transmountain into a full time dance position and to reassess class optimums.
✓✓ Motion was duly seconded.
✓✓✓ Motion carried with nine votes for and two abstentions.

Electronic Technology

Dean Steve Smith and Program Coordinator Larry Bonnell represented Electronic Technology and met with the committee. The Viability Indicators under review included Contact Credit Hours, Class Fill Rate, Enrollment Trends, and Revenue Sufficiency.

The Electronic Technology representatives answered questions and provided information concerning the program.

The committee reviewed the Electronic Technology Program and made the following motion.

✓ Motion to deactivate the program and give the three-year allowed period of time to see if the trend changes, in terms of student demand, and that Electronic Technology would then go into Continuing Education.
✓✓ Motion was duly seconded.
✓✓✓ Motion was accepted by unanimous vote.

Status of Programs Reviewed October 17, 2003 and Notification of Programs:

Procedures had been distributed on October 17, 2003. One additional change concerns the dean being able to write memos to the program coordinators, reporting the results of the committee’s findings immediately following the meeting.
Motion to have the dean immediately write a letter (memo) to the programs, informing the coordinators of the recommendation of the Program Review Committee.

Duly seconded

Motion was accepted by majority of voting members.

Program Notification Immediately Following Presentation

Following discussion, a motion was made to inform the program representatives about the status of their program immediately after the committee discusses the program and makes a recommendation. The presenting group will be asked to step out of the room while the committee deliberates after their presentation.

Motion was made to notify the presenting group immediately after the committee discusses the program and makes a recommendation concerning the future status of the program. The committee will also insure that the presenting group understands the process and that the committee makes recommendations only, and that eventually they will be notified by the Vice President about the College’ decision.

Duly seconded

Motion approved 14, Abstentions 1, Opposed 0

Calendar/Information Review:

Status of Programs Meeting More than 50% of Viability Indicators (no data discrepancy form need be completed)
Discrepancy Forms due to Institutional Effectiveness Committee by October 31, 2003
November 15th Notification of Deans/Directors and Program Coordinators of Final Data on Program Review Report
Program Review Recommendation Forms due to Vice Presidents, Office of Institutional & Community Planning and Institutional Effectiveness by December 1, 2003

Adjournment: The meeting was adjourned at 4:45 p.m.

Recorded by Aggie L. Becker
NOVEMBER 21, 2003

Present: Aggie Becker, Richard Bahena, Duffy Nava, Gus Pina, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Dr. Carina Ramirez, Marta de la Fuente, Mary Beth Haan, Claude Mathis, Irma Craver-Castillo, Doroteo Franco, Pat Rodriguez, Dr. Lydia Tena-Perez, Alberto Villegas, Dr. Dennis Brown, Russell Smith, and Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:15 p.m. by Committee Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Minutes: Irma announced that minutes from the three prior meetings, October 3, October 17, and November 7, 2003, had been distributed and called for a recommendation on reading the minutes prior to beginning today’s interviews. A motion was made to suspend the approval of previous meeting minutes until the next meeting.

✔ Motion to have previous meeting minutes approved at the next meeting.
✔✔ Motion duly seconded.
✔✔✔ Motion was accepted by unanimous vote.

The following programs were to be presented to the committee today:

Ophthalmic Technology
Travel and Tourism

Ophthalmic Technology

Dean Dr. Paula Mitchell and Jose Manny Baca, Ophthalmic Technology Instructor/Coordinator were welcomed by Co-Chair Irma Craver-Castillo. Irma provided a background of the Program Review process and explained that those programs with less than 50% Viability Indicators were asked to meet with the committee. Viability Indicators under review for Ophthalmic Technology included Class Fill Rate, Enrollment Trends, Revenue Sufficiency, Student Success based on 1998-2001 data.

Co-Chair Irma Craver-Castillo provided information to the representatives regarding the set of five questions to be asked of all disciplines appearing before the committee as well as present any information.

Manny Baca and Dr. Mitchell commented on the low enrollment and the lack of any required licensure by the state. Partnerships with the Lion Club and other community-related services were discussed.

After reviewing the program and the question and answer session, the committee made the following recommendation.

✔ A motion was made to discontinue the Ophthalmic Technology program as we know it and to look at the possibility of continuing service.
✔✔ Motion was duly seconded.
✔✔✔ Motion carried with 11 votes in favor, 6 opposed, and 1 abstention.

The representatives were asked to return to the meeting and were thanked for waiting. Co-Chair Irma clearly stated to Mr. Baca and Dr. Mitchell the recommendation of the committee and further explained that this recommendation is based upon the number of students in the program as it is known now and to look for other ways to continue service to the community. In addition, the recommendation is forwarded to Dr. Brown and he will take it to the president. The president then makes the final decision.

Travel and Tourism

Co-Chair Irma Craver-Castillo welcomed Dean Dr. Eileen Conklin and Program Coordinator Linda Cropper who represented the Travel and Tourism program. Irma explained the committee’s responsibilities and the procedure of notifying the discipline representatives of the committee’s recommendations. Irma identified the Viability Indicators under review for the Travel and Tourism program. These included Class Fill Rate, Enrollment Trends, Revenue Sufficiency, and Student Success, all of which are based on 1998-2001 figures.

Linda distributed a handout and commented on discrepancies with the data. In addition, Linda discussed the educational standards in the industry, as well as articulation between EPISD and the work with New Mexico State University. The impact of 9/11 on the travel, tourism, and hospitality industry was talked about as well as the number of graduates and the training of people in the hospitality areas of the city.
Upon conclusion of the Travel and Tourism presentation and question and answer session, Irma asked Dr. Conklin and Linda to wait outside while the committee met, and they would be called back in to learn the committee’s recommendation.

The committee reviewed the Travel and Tourism Program and made a motion to continue the program.

- ✓ Motion to continue the Travel and Tourism Program.
- ✓✓ Motion was duly seconded.
- ✓✓✓ Motion was accepted by a vote of 17 in favor, 1 opposed, and 1 abstention.

The representatives from the Travel and Tourism Program were invited back into the meeting and the recommendation to continue the program was given. Irma thanked them for waiting and advised them that the recommendation would be forwarded to Dr. Brown, who would take the recommendation to the president. In addition, Irma suggested the Travel and Tourism discipline continue the proactive development of ideas and hard work.

**Miscellaneous Committee Information:**

1. Dr. Stroud distributed copies of the approved Program Review Committee Procedures and advised that they would be available on the Internet.
2. Dr. Brown invited committee members to a reception following the December 5 meeting.

**Adjournment:** The meeting was adjourned at 5:15 p.m.

Recorded by Aggie L. Becker
Present: Aggie Becker, Donna Cieslik, Richard Bahena, Duffy Nava, Gus Pina, Bob Femat, Don Haney, David Hendy, Teresa Nevarez, Tony Procell, Marta de la Fuente, Luz Taboada, Irma Craver-Castillo, Doroteo Franco, Dr. Lydia Tena-Perez, Dr. Dennis, Brown, Russell Smith, Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:10 p.m. by Committee Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Minutes: Irma announced that minutes from the October 3, October 17, and November 7, 2003 meetings had been distributed previously and approval of these minutes was needed. A motion was made to approve the minutes.

- Motion to approve the minutes of October 3, October 17, and November 7, 2003.
- Motion duly seconded.
- Motion was accepted by unanimous vote.

Irma asked that approval of the minutes of November 21, 2003 be suspended until the committee has an opportunity to review them. A motion was made to suspend the approval of the November 21, 2003 minutes until the next meeting.

- Motion to have previous meeting minutes approved at the next meeting.
- Motion duly seconded.
- Motion was accepted by unanimous vote.

Community Service Provided by Ophthalmic Technology: There was general discussion concerning the continuance of the service to the community provided by Ophthalmic Technology. A motion was made to continue this community service.

- Motion to continue community service provided by Ophthalmic Technology.
- Motion duly seconded.
- Motion was accepted by unanimous vote.

Review of the Procedure: Donna suggested the Procedure be reviewed. Russell Smith suggested that a date be noted on the procedure showing the revision date. This would help the committee in knowing they were reviewing the most recent copy. Dr. Stroud explained the method currently used by the College. Dr. Brown agreed that a revision date be added for clarity. The procedure copy received by the committee today, December 5, 2003, will be so identified.

Review Recommendations Made on Programs in Fall 2003: Co-Chairs Donna and Irma asked the committee to review the program recommendations made during fall 2003. Rationale for recommendations was discussed and a motion was requested to be made accepting the recommendation forms which have gone forwarded.

- Motion to approve acceptance of the fall 2003 recommendation forms.
- Motion duly seconded.
- Motion was accepted by unanimous vote.

Continuing Education: The review of continuing education programs will begin spring 2004. Discussion concerning the inclusion of concurrent classes being counted in with continuing education ensued and it was determined that concurrent classes not are not to be evaluated with continuing education. A motion to consider and decide in spring whether or not to evaluate credit classes with continuing education was made.

- Motion to not count credit classes with continuing education.
- Motion duly seconded.
- Motion was accepted with 15 votes for and 1 abstention.

Donna said the process would begin to notify the deans and directors, and it was suggested that this be reviewed at the next CE Leadership meeting so that input from them could be provided at the Program Review’s first spring meeting.

The Program Review Committee adjourned temporarily at 3:30 p.m. to attend a reception and presentation hosted by Dr. Brown.

Dr. Brown thanked the committee for their diligent work and presented certificates to the committee members who have been part of Program Review since its inception as well as those who joined later. He expressed appreciation and thanks for everyone involved and asked that their framed certificates be placed in a prominent location.
Special thanks, certificates, and awards were presented to Co-Chairs Donna and Irma honoring their contribution to Program Review. Dr. Brown also thanked Dr. Stroud for his hard work and teamwork contributing to the success of providing data, information, and insight. Dr. Carol Kay and her staff were also honored. Dr. Stroud praised Esperanza Gomez for her data input capabilities and assistance on reports provided to the committee.

David Henry thanked Dr. Brown for his support and hard work on behalf of Program Review. Donna and Irma commented on serving as co-chairs of this committee had been a good experience.

The Program Review Committee meeting was reconvened at 4:20 p.m. to set the spring 2004 meeting dates shown below:

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**Adjournment:** The meeting was adjourned at 4:45 p.m.

Recorded by Aggie L. Becker
JANUARY 30, 2004

Present: Aggie Becker, Donna Cieslik, Richard Bahena, Duffy Nava, Gus Pina, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Dr. Carina Ramirez, Marta de la Fuente, Mary Beth Haan, Claude Mathis, Luz Taboada, Irma Craver-Castillo, Doroteo Franco, Pat Rodriguez, Dr. Lydia Tena-Perez, Alberto Villegas, Dr. Dennis Brown, Jerry Fulton, Russell Smith, Dr. Ron Stroud, Dr. Carol Kay

Call to Order: The meeting was called to order at 2:20 p.m. by Committee Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Continuing Education Programs to be Reviewed: Committee Co-Chair Donna Cieslik followed the agenda and requested discussion and clarification for evaluating Continuing Education (CE) programs. Comments included the difficulty in monitoring specialized programs and CE courses; how directors review these courses on a daily basis; how quality is looked at rather than viability of programs; how is this committee going to be able to review and look at these types of programs. Other areas, customized training, Americana Language Village, and the ATC were also mentioned, along with those programs added through grants.

The budgeting process and rates for continuing education and credit courses was addressed along with appropriate groupings of courses including Texas Work Force, Senior Adults Program, and qualifications of CE and credit instructors.

It was noted that CE students are not counted because for the state reports, they cannot be counted. Additionally, CE courses will not have graduates. A motion recommending that this committee not consider individual courses in CE since they are automatically self-correcting was made and seconded. Continuing discussion caused an amendment to the motion to evaluate groupings of courses that fall into logical areas of study.

✓ Motion to evaluate groupings of courses that fall into logical areas of study.
✓✓ Motion duly seconded.
✓✓✓ Motion carried with 17 in favor.

Marta will do the necessary groupings and send them to Dr. Kay for collection of data through February 2003. Dr. Kay asked that the committee advise her of what information is wanted and she will be happy to assemble the data accordingly.

It was also noted that Plastics should come before this committee within the next month to be considered for further evaluation.

✓ Motion to further evaluate Plastics at the next meeting.
✓✓ Motion duly seconded.
✓✓✓ Motion carried with 17 in favor.

Curriculum Office Deadlines: Russell Smith remarked that the Curriculum Office was working with a March 1 deadline for changes in programs and asked that final decisions be made with that timeframe in mind. Russell further suggested that the committee look at the calendar for various deadline dates when reviewing programs begin in the fall.

Additional Agenda Items: Because of the late hour, a motion was made to table the additional January 30, 2004 agenda items until a later date.

✓ Motion to table the additional January 30, 2004 agenda items until a later date.
✓✓ Motion duly seconded.
✓✓✓ Motion carried unanimously.

Adjournment: The meeting was adjourned at 4:50 p.m.

Recorded by Aggie L. Becker
FEBRUARY 27, 2004

Present: Aggie Becker, Donna Cieslik, Richard Bahena, Duffy Nava, Bob Femat, Don Haney, David Henry, Teresa Nevarez, Tony Procell, Dr. Carina Ramirez, Marta de la Fuente, Mary Beth Haan, Claude Mathis, Luz Taboada, Irma Craver-Castillo, Doroteo Franco, Pat Rodriguez, Dr. Lydia Tena-Perez, Alberto Villegas, Dr. Dennis Brown, Russell Smith, Dr. Ron Stroud

Call to Order: The meeting was called to order at 2:25 p.m. by Committee Co-Chair Irma Craver-Castillo who officially welcomed everyone.

Minutes: Irma announced that minutes from the January 30, 2004 meeting had been distributed and approval of these minutes was needed. A motion was made to approve the minutes.

✓ Motion to approve the minutes of January 30, 2004 as corrected.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted by unanimous vote.

Review of Program, Plastics Technology: Plastics Technology was on today’s agenda and the committee learned that Carrie Powell was here to talk about the program in general and not to defend it. Once Carrie was invited in, Co-Chair Irma explained the procedures of program review. Carrie explained that the demand for Plastics Technology was in the continuing education and one-year credit certificate, and recommended the sunsetting of the two-year Associate of Applied Science (A.A.S.) degree. Following discussion, a motion was made to deactivate the A.A.S. in Plastics Technology.

✓ Motion to deactivate the Associate of Applied Science degree in Plastics Technology.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted by unanimous vote.

Further discussion followed and a second motion was made that the Plastics Certificate program be placed under the Industrial/Manufacturing technology program, if possible.

✓ Motion to place the Plastics Certificate program under the Industrial/Manufacturing Technology program, if possible.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted by unanimous vote with two abstentions.

Russell Smith reported that after researching, Plastics Technology can be put under Industrial/Manufacturing program.

Groupings of CE Courses by Discipline: Marta reported that Dr. Carol Kay had not received her continuing education groupings. It was also reported that there are several ways that CE conducts conferences and other activities. Concurrent offerings are provided in Ophthalmic and Dental Assisting and enrollment reports are distributed.

Scheduling of CE Classes Course Evaluation Time Lines: According to Dr. Stroud, there is no CE or pilot in place for CE course evaluation time lines.

Composition of Program Review Committee: Co-Chair Donna brought up the composition and length of time members serve on the Program Review Committee. Sensitive issues are presented during committee meetings and consideration of whether students should serve on the committee was addressed. After much consideration, a motion was made to remove student representation from the Program Review Committee membership. Change in procedure would become necessary with passing of this motion.

✓ Motion to remove student representation from the Program Review Committee membership.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted with 15 in favor, 2 opposed, and no abstentions.

Dr. Stroud distributed the committee roster and Donna asked for the committee to review. Composition was analyzed, a two-year term was the consensus, and the recommendation to change the designation of co-chair(s) to read chair and co-chair was made. In addition, a motion was made to add the faculty association president as a voting member of the Program Review Committee.

✓ Motion to add the faculty association president as a voting member of the Program Review Committee.
✓✓ Motion duly seconded.
✓✓✓ Motion was accepted with 16 in favor, no nays, and one abstention.
Dr. Paula Mitchell’s Concerns: Donna relayed certain concerns of Dr. Mitchell to the committee dealing with credit and noncredit courses, concurrent offerings, different census dates, optimum numbers for health occupation courses and clinicals, grants, and external funding. Dr. Brown suggested getting a small group together to look at Dr. Mitchell’s concerns and it was decided to invite Dr. Mitchell to the next Program Review Committee meeting March 26.

A suggestion was made to have longer sessions and review more programs in the fall to ensure curriculum changes could be made in a timely manner. It was determined that the Program Review Committee look at credit first and CE next and any changes needed for the fall at the next meeting.

Adjournment: With unanimous approval, the meeting was adjourned at 5 p.m.

Recorded by Aggie L. Becker