


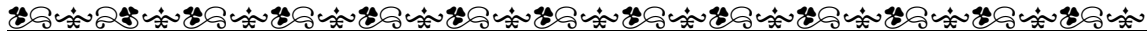
De Anza College

IPBT Notes  October 28, 2008

Lydia Hearn--Cynthia Lee-Klawender—Co-Chairs

Present: Alves de Lima, Bryant, Doan, Hearn, Irvin, Kramer, Kubo, Kumar, Lee-Klawender, Mart, Mowrey, Woodward

Absent: Espinosa-Pieb



- I. Program Review Criteria Development: L. Hearn stressed the importance of the “planning directive” charged to this committee—the reason for the day’s meeting. Four documents were distributed in preparation for the discussion: (1) memo from C. Woodward, “*Context for Program Reviews*;” (2) “*Rubric for Evaluating Institutional Effectiveness*,” from the Accrediting Commission for Community Colleges; (3) Draft, “*Common Questions for Program Review for AY-2008-09*;” and (4) *Proposed Data Elements and Possible Questions for 2002-03 Instructional Program Review Updates.*”

The majority of the meeting was spent addressing the eight questions regarding the context for Program Reviews—submitted by C. Woodward. The team members stated that they are earnest in establishing a “user-friendly” Program Review Template—that would be a powerful force in obtaining resources for those programs that meet college goals of increased access, growth and retention, and for those new programs that address institutional goals/initiatives—e.g., BSI, Title III, etc.

Some template guidelines suggested were:

Establish five basic categories—quantitative / qualitative  
Use questions that are “data-supported”  
Enlist the help of A. LaManque and Website for statistical support information

Establish Timeline for Program Reviews:  
Fall Quarter, 2008: Work on template;  
Winter Quarter, 2009: Division / Departments establish their Program Reviews;  
Spring Quarter, 2009: Examination and Decision Making

Establish a flow chart to identify the governance process.

L. Hearn will bring a copy of the IPBT “recommendations,” “existing challenges,” and “requests to address challenges” as stated in *The Newsletter of the DAC Academic Senate*, September 2007, *President’s Message* to the next IPBT meeting.

The team was given the charge to come up with ideas for criteria context for Program Reviews and bring them to the next IPBT meeting—11 / 11.

- II. Future Agenda Items:

- “Zero-Base” Budget
- Auto Tech Remodel
- Update of Coordination on Grants