

San Diego Continuing Education Program Review Committee

Minutes - Wednesday, March 25, 2015

Attendees:

Magdalena Kwiatkowski, Nanci Schindler, Leroy Williams, Star Rivera-Lacey, Jessica Luedtke, Bob Parker, Antoinette Griffin, and Marne Foster

AGENDA

Marne	Introduction	5 min.
ALL	Minutes/Updates	5 min.
ALL	CE Action Plan Checklist	20 min
ALL	Line-by-line review of Guidelines and Procedures	30 min.
ALL	Q & A	5 min.
Adjourn		

Meeting Minutes

Continuing Education Program Review Committee meeting came to order at 3:10 pm on Wednesday, March 25, 2015. The meeting started with a review and approval of the minutes. The program review coordinator shared the following announcements: 1) program review cycle 5 deadline of March 23rd was extended to Friday, April 17th due to several requests; 2) Dean Fischthal is working with program review coordinator and researcher Mrs. Luedtke to submit parameters for establishing a BIT program completion pilot that would help establish the summary data that would be provided in future program reviews for other programs. Some issues addressed in the BIT pilot study would be:

1. identifying which courses by CRN that fit into a program and the appropriate sequencing
2. the total attendance hours needed to be considered 'complete' for each course.
3. Are students expected to complete each course the same term or do they need to be tracked out a year or two years?
4. If tracking, what term should be identified as the start term, and how will students be defined as 'first time' students in that course?
5. How long should students be allowed to complete the entire program?
6. Do students need to take each course identified in the program or are some optional depending on previous courses taken or concurrent courses taken?

The program review coordinator gave some background to the [CE Self-Study Action Plan Checklist](#). Specifically, the checklist was used to pull evidence from program review reports and to provide evidence in the [Action Plan Checklist document](#) so as to demonstrate progress toward the current Self-Study Action plan. The checklist was one of the source document mentioned and incorporated into the Reaffirmation of Accreditation Mid-Term Report. The Program Review Committee reviewed the [CE Self-Study Action Plan Checklist](#), agreed to review it more closely between meetings, and bring back questions and recommendations as to its usefulness to the

program review process going forward. The program review coordinator agreed to send the [Action Plan Checklist](#) to the committee via dropbox.

The committee spent the remainder of the meeting reviewing, editing, and discussing the Program Review Guidelines and Procedures document line-by-line. Several edits/updates were made and reflection on the type of feedback and information the committee could provide across all departments in a new process.

The **next meeting** will be **Wednesday, April 23rd, at 3:00 pm at ECC**. The meeting wrapped up with a roundtable and Q & A and adjourned at 5:00 pm.