

**Willow International Center**  
**Program Review/Student Learning Outcomes Assessment Committee**  
**Minutes**  
**May 1, 2013**  
**3:30 p.m.**  
**AC1-270**

**Program Review**

(1) Combine PE, Dance, Health, Nutrition into one program so Becky Allen can do them all in one program review. She starts the process Fall 2013. **This was approved. Becky has been referred to Karen Hammer for guidance on writing a program review with multiple sub-programs.**

(2) Staffing and Budget summaries—is there an easier way to get these done?  
Tom speaks to this. **Tom arranged with Lorrie Hopper to have her do the budget part of the Foreign Language PR. Lorrie and Kim Buong in the Business Office will do a budget report for every department every year. This will then be part of the annual update for each program; when the time comes to write program review, programs will already have most of the budget data they need. We will include this new method of writing the budget summary in the handbook. Programs will go to the dean of instruction to get their summaries. The dean will get them from the Business Office.**

(3) (a) Eliminate TOP codes from program review?  
**Lorrie: keep them, they are needed for reference. Approved.**

(b) Is listing previous program-review recommendations necessary?—we have doing yearly reports so they are perhaps no longer relevant. **Decision: keep them in; be brief about them in the summary statement.**

(c) Head count should include # of sections that semester for that program. **Committee agreed. This should be part of the staffing summary. The staffing summary should also include how many LHEs are devoted to release time. These data should be in the annual report too.**

(d) Put in the year that a transfer degree was available. **Noted.**

(e) Keep an eye on changes in transfer-degree SLOs. **Noted.**

(4) Coordinate with District Technology Committee on technology requests.  
Jason **Noted.**

(5) Coordinate with District Human Resources Task Force on long-term staffing.  
Jason **Noted.**

(6) Coordinate with Distance-Education Coordinator.  
Jason **Noted.**

(7) Suggestions for revisions to the Reedley PR handbook(s) prior to its adoption as the Willow International PR handbook.

**Motion: revise over the summer, approve at first meeting Fall 2013. Stannard will revise over the summer, share revision with committee, handbook will be voted on at first meeting Fall 2013. Approved.**

**Include criteria for a staffing request in the PR handbook—begin with the old form.**

**CTE programs have to do Perkins report every two years. Make sure this coordinates with PR so CTE programs don't have to duplicate their work. Get the Perkins report template from Jim Chin.**

**Russ: change operating agreement so that the department chair or his or her designee attends the PR meeting.**

**In the Willow handbook, insert Erik's two-year SLO assessment timeline for their five-year timeline.**