

# LACCD District Planning Committee

## Minutes

October 24, 2007

### Review of Minutes of 9/24/07 DPC Meeting

The minutes of the DPC meeting of 10/24/07 were reviewed and approved.

### LACCD Core Indicators of Institutional Effectiveness

Ed Pai previewed a preliminary draft of the on-line Core Indicators of Institutional Effectiveness. The draft on-line indicators were generally well received. It was recommended that in the final version data definitions and sources be included.

### Survey of Program Review Best Practices

Leonor Perez and Karen Daar presented the program review process as it has been developed at East Los Angeles College. Program review at ELAC occurs across all three units and involves a rigorous “validation process” that includes peer review. Completed program reviews are forwarded to the college’s shared governance committee for final approval before being submitted to the college president. Programs are reviewed at ELAC on a 5-year cycle and thus appear on the agenda of nearly every shared governance group meeting. In the future, the college plans to integrate Student Learning Outcomes into the program review process.

Joyce Moore presented the program review process as developed at Los Angeles City College. At LACC, program review involves a three-part process. In-depth comprehensive reviews are conducted every six years with all departments participating in the process concurrently. This is done to assure 100% participation and mutual support. Every department and unit is also required to submit an annual program review—which is essentially a yearly budget request linked to goals and objectives established during the comprehensive review process. Every other year, departments and units are required to submit a “biennial review,” which involves an update of outcomes data and an opportunity to update program goals. In addition, this biennial review complies with the Board Rule mandating biennial review of vocational programs. Like East, City also has a robust validation or follow-up process that involves input by Academic Deans and by sub-committees of the college’s Educational Planning Committee.

During the ensuing discussion a number of issues were identified in relation to collegiate program review, including the following:

- Resources for Program Review: Generally, no extra resources are provided since program review has long been seen as a central aspect of faculty professionalism and faculty culture in higher education.
- The Role of SLOs in Program Review: The ACCJC “Planning Rubric” makes it relatively clear that both SLO implementation and assessment must be addressed in program review. Also, program reviews should include plans or goals for how departments will improve student learning in response to SLO assessment.
- The Link Between Budgeting and Planning: Program review goals must play a major role in college budgeting if they are to guide college development. At some colleges, departments that do not participate in program review are not allowed to apply for additional funding or new faculty positions.
- Measurable Outcomes: Program review goals often seem to amount to little more than requests for additional funding or faculty support. PR goals should all relate to instructional improvement or improvement of student success outcomes and should all be measurable.
- Availability of Accurate Data: Ideally, the basic data for program review should be on-line, comparable, and easily available from District sources. Accurate budget and personnel data have proven to be particularly difficult for colleges to get.
- The Link to Professional and Staff Development: There has generally been little attempt to link program review goals to college professional and staff development programs.

### Next Meeting

It was agreed to meet next on Wednesday, November 21, 2007. (This meeting date was subsequently postponed until December 5, 2007.) At that time, the DPC will continue its “review” of Program Review best practices and begin revision of the goals and objectives in the District Strategic Plan.