

GLENDALE COMMUNITY COLLEGE
Program Review Committee
December 1, 2015

MINUTES

PRESENT: Meg Chil-Gevorkyan, Daphne Dionisio, Julie Gamberg, Ed Karpp, Elizabeth Kronbeck, Jill Lewis, Rosemarie Shamieh, Frankie Strong, David Yamamoto

ABSENT: Steve Karikian, Raffi Terteryan (ASGCC)

CALL TO ORDER: 2:10 p.m. by Chair, Jill Lewis

QUORUM Yes, 7 of 9 voting members were present

APPROVAL OF MINUTES Not applicable, this is the first meeting of this new governance committee

NEW BUSINESS Several members of the committee had experience with program review reports in previous years and also with the validation of resource requests. Copies of the 2013-2014 and 2014-2015 validation rubrics were distributed and discussed along with ideas for validation terminology. Ed will mock up a sample validation form and forward it to all members. Jill will forward a few potential meeting dates for a validation “norming” session to take place in early January. Teams of three will form a validation team and be able to evaluate the reports on their own time and collaborate on determining final validation of reports/requests. Only validated resource requests move forward to standing committees for prioritization and then on to the Budget Committee. Reports and resource requests will not be returned to the authors for more information.

NEXT MEETING The next meeting will be a “working meeting”, date TBD. Committee members will participate in teams of three with a “mock up” document to validate a report and resource requests. It was agreed that the process has become part of the college’s culture and that incomplete reports or resource requests would not be returned to the authors for completion. Committee members were encouraged to enlist other campus members to join in and assist with validation. This has been very successful with getting the job completed and additionally helping more campus members to understand the process.

ADJOURNMENT The meeting was adjourned at 3:00 p.m.

Minutes recorded by Jill Lewis