

MORENO VALLEY COLLEGE
Comprehensive Instructional Program Review
Screening Committee

Chair: Carolyn Quin

Committee Members: Olga Dumer, Donna Lesser, Carolyn Quin

DATE: October 18, 2013

TIME: 9:30 a.m. – 11:30 a.m.

LOCATION: Dental Building, room C-116 (inside Room C-117)

DRAFT MINUTES

Purpose: The purpose of this meeting is to review 2013 Comprehensive Instructional Program Review (CIPR) reports submitted to date by disciplines.

Process: This review will result in one of the following actions:

1. The screening committee accepts the report with no changes.
2. The screening committee accepts the report with minor changes.
3. The screening committee requests that faculty make changes and submit a second draft for their review within an agreed upon timeframe.

Cautionary note: The District will not approve any CIPR reports if the Course Outlines of Record have not been updated to meet current regulations.

- I. **Call to Order 9:40 a.m.**
- II. Approval of the Draft Minutes of the meeting (postpone to next meeting)
- III. Review of MVC Academic Planning Council new deadline 12/01/2013 and discussion of 2013 process, revised forms to match 2013 template
Discussion of revised forms for screening committee and for APC. Discussion of college-based editing and desktop publishing services that were previously completed at the district level. Carolyn will inquire about college-level support for final editing and posting. Discuss with Julio Cuz.
- IV. Consideration of CIPR reports: (Submitted reports will be posted on mvc.edu)

9:50 a.m. - 10:00 a.m.—Honors (H)_CIPR_MVC_2013—Nick Sinigaglia

Discussion of report. Carolyn will work with Nick to shorten report and to delete RCC-specific information. Inclusion of MOV data sets and information. Will review second draft at next meeting.

10:00 a.m. - 11:00 a.m.--Dental Assistant (DEA)_CIPR_MVC_2013--Lidia Hulshof

This is the first CIPR for this program. Lidia Hulshof was available to discuss her report, so we reviewed it in some detail. MOV data sets had been included in a later draft, although data from Annual Program Review that was included was useful and should remain in the report. General editorial comments throughout. Discussion of the last two items on the new template—H. Long-Term Major Resource Planning and I. Summary. Refined requests in Long-Term Resources to be more specific and to justify expenses based on external accreditation requirements when appropriate. Categorize requests into Human Resources,

Technology/Equipment/Maintenance, and Professional Development to match Standard III work groups. Committee discussion about the intent of the “Assessment Plan” column on the template in the Summary section. Carolyn will ask District Program Review Committee to clarify, although she believes the intent was to describe progress on SLO assessment. (In the case of this program the assessment plan would not fit in a single column. This program included complete and detailed assessment spreadsheets based on Program Learning Outcomes Assessment for Class of 2012-2013 and a second detailed spreadsheet on the assessment of every SLO in every course offered in the program. The committee will review an edited version of the report at its next meeting. Curriculum updates that are needed are being worked on, but the CORs were updated in the 2012 cycle.

11:00 a.m. - 11:10 a.m.--Spanish (SPA)_CIPR_MVC_2013—

Lisa Conyers, Rosario Mercado, Bonavita Quinto-McCallum

This report is accepted in Category 2—it is close to being ready for the district. Committee recommends removing personalized data summaries because these reports are not usually personalized that this extent. Carolyn will follow up with faculty to convey these suggestions and the report will be reviewed again in final form at the next meeting. All CORs are launched in CurricUNET and are on schedule to be approved in fall 2013.

11:10 a.m.-11:20 a.m.—Physics and Astronomy (PHY/AST)_CIPR_MVC_2013—

Dipen Bhattacharya

Carolyn had previously reviewed an early submission of this report and send preliminary comments to the faculty preparer. He had incorporated some of the suggestions prior to this meeting, but he is still working on incorporating the rest. Problems with fonts in the template will need to be addressed at the editing stage. Carolyn’s suggestions included using the Chemistry 2011 MVC report as a model for formatting assessment results and using the Life Sciences 2012 Revised report format for requesting lab space. Curriculum Revisions for PHY and AST are launched in CurricUNET and are being considered in the curriculum approval process.

VI. Brief Review Status—EMS accepted at District in October 2013 with some changes the screening committee requested. Fire Technology (FIT) will revise 2011 Report instead of preparing a 2013 one, because of a faculty resignation. Carolyn is editing the 2011 FIT report and will return it to Robert Fontaine on October 31 for final editing. As an old report, it will go directly to the district when these edits are completed.

VIII. Next meeting date, time, and agenda: Friday, November 8, 11:30 a.m. beginning time—ending time not set. Two additional reports to consider at that time. Faculty will be invited to attend, but attendance is optional. Final college-level versions will be reviewed by the Academic Planning Council on December 12, 2013.

VIII. Adjournment at 11:30 a.m.