

**Program Review Subcommittee  
MEETING MINUTES  
September 28, 2005**

**PRESENT:** Jim Bowsher, Cathy Hasson, Christine Roumbanis, Arthur Tayakama

**ABSENT:** Ray Hernandez, Regina Stanback-Stroud

**RECORDER:** Christine Roumbanis

**MEETING NOTES**

**Welcome and Introductions**

We are a small taskforce convened by the Curriculum Committee with the charge to review the program review process and make recommendations for enhancing the overall effectiveness of Program Review at Skyline College.

- 1) Goals of Subcommittee
  - a) Define goals and objectives of program review self study
  - b) Review, revise and update both Instructional and Student Services self-study, instructions, executive summary and response sheet to meet the goals of program review.
    - i) Instructions
    - ii) Self Study
    - iii) Executive Summary
    - iv) Response sheet
    - v) Course outlines and Prerequisite checklist
  - c) Reframe the self-study for Instructional and Student Services to incorporate student learning outcomes (SLOs).
  
- 2) Review Process
  - a) Review and revise the formal program review timeline. Formulate and institute 'plan of action' into process.
    - i) Faculty survey to determine effectiveness of timeline
    - ii) Presentations
    - iii) Course Outlines
  
- 3) Action Plan
  - a) The committee decided to begin by reviewing other program review community college models to see what timelines they are using to help us determine effectiveness of our program review timelines and process.

Our next meeting is Monday, October 21 at 1:30 pm in Room 5131.