

Imperial Valley College
Humanities Department - Program Review Meeting
Tuesday, August 26, 2014
11:40 – 12:20 p.m., Room 305

MINUTES

Present

Carol Hegarty, Humanities Department Chair

Aaron Edwards

Dr. Hope Davis

Dr. Van Decker

Dr. Nannette Kelly

Recorder: Toni Gamboa

Visitor: Dr. James Patterson, Interim Dean, Arts, Letters & Learning Services Division

A. Call to Order

- The Humanities Department meeting was called to order at 11:50 a.m.

B. Program Review Discussion

- Carol Hegarty disseminated printed copies of the template with typed directions and notes for each of the faculty to review as follows:
 - Page 2 – I. Institutional Goals –
 - One goal must be selected as primary for each program.
 - Page 3 – A. Past –Evaluation of Previous Cycle Objectives/Program Goals (Set in previous year)
 - Past Program Goal #1 - This is 2012-2013 past goals from Spring – provide updates.
 - One of the Institutional Goals to the right has to be selected as primary.
 - Page 6 – B. Present - Data Analysis and Program Health – Accreditation
 - 1. Summarize and analyze all disaggregated data by day, evening, gender, ethnicity, and distance education. Narrative only.
 - Submit electronic excel file with graphs or trend data.
 - Chair Hegarty will re-send data.
 - Only provide text in the narrative. SPOL does not like graphs.
 - Use 1st semester data.
 - Letter b. – Productivity – What are the trends in productivity?

- Don't worry about the WSCH – district target goal – 525 figure. Just look at trends.
- Letter d. Success and Retention by Ethnicity - Does demographic mirror college demographic? Use African American, Hispanic, Other, White and Unknown.
- Letter e. Degrees and Certificates – No Degree in Philosophy/RELS
- Remove attached notes from document.
- Letter f. – Program Changes – What program changes, if any, do you expect to have a positive effect on students?
 - Program changes should address student academic achievement or program effectiveness.
 - For example, Philosophy 102 classes – Steady and then started dropping.
 - Look at catalog description. May be taken before or concurrently.
 - Dr. Van Decker will contact Ted Ceasar regarding the Music Theory classes.
- Letter f. – 2. Summarize revisions, additions, deletions, and alternate delivery methods to courses and/or program based on the last program review
 - Look at what was written in the Spring and adjust.
- Letter f. – 3. Evaluate the program's viability by addressing program completion, size, FTES), projections (growing/stable/declining), and quality of outcomes.
 - Evaluate in terms of the FCMAT study and program health. Some degrees are stable.
- Page 8 – C. Future – List of “SMART” (**S**pecific **M**easurable **A**ttainable **R**elevant **T**ime-Limited) Program objective for next Academic Year to address program improvement, growth, or unmet needs/goals. All program goals must address at least one of the Institutional Goals.
 - Goals must be tracked.
 - Future goals for 2015-2016 to be used to build next year's budget.
 - Multiple year goal
 - SPOL - (Strategic Planning Online) operates on a three (3) year cycle. First 2 years will be awkward.
- Please send Dr. Patterson a draft for review.
- Program Reviews must be submitted on or before **September 24, 2014**.
- Program Reviews have been assigned as follows:
 - Art – Carol Hegarty
 - Humanities – Dr. Nannette Kelly
 - Journalism – Carol Hegarty
 - Music – Dr. Van Decker in collaboration with Dr. Hope Davis

- Philosophy and Religious Studies – Aaron Edwards
- Theatre – Dr. James Patterson

C. Other

- Department Chairs meeting scheduled for tomorrow, August 27, 2014 from 4:00-5:30 p.m. in the Arts & Letters Conference Room 2780D. Topic: Program Review – Review/Discuss Past Goals from 2012-2013.
- In three (3) weeks on September 17, 2014 – Program Review meeting – Review/Discuss Future Goals, Objectives, and Tasks Including Enhanced Budget Requests.

D. Adjournment

- The meeting was adjourned at 12:15 p.m.