

Program Viability Committee Meeting Summary Notes

February 12th, 2018

Members Present: Lisa Hooper, David Andrus, Albert Loaiza, Omar Torres, Chris Boltz, Dan Portillo, Wendy Brill-Wynkoop, Jason Burgdorfer

I. Welcome Back

II. Comments on Proposal Formats

The committee discussed their preferences on the two proposal forms that are currently being used.

Wendy – We do not want faculty to choose the easier of the two forms, for example the form without the labor market data requirement. There is a fine line between cutting the form down without leaving anything out.

Chris – We do not want “too little” on the form so something is left out. Maybe a Frequently Asked Questions section would be helpful.

Lisa – We do not want to turn Program Viability into a technical review situation of curriculum, hoping to make the form more efficient focusing on the human/physical/financial components of the proposal.

III. Modification Administrative Policy and Board Policy related to Program Viability

David - Met with Jerry to go over AP and BP. Should Program Viability be a consent item at Academic Senate like curriculum is? Would like stronger language into BP about commitment from Administration. David revised the AP and BP based on the meeting with Jerry and has forwarded the revisions to Jerry. Looking for a bifurcation of Curriculum and Program Viability, curriculum changes/issues that trigger substantial questions and Curriculum Committee can then send these issues to Program Viability. David would like stronger language, regarding the resuscitation/intervention proposal, Faculty need to be ready to have outside experts come in to help with their programs.

Lisa - If we allow for revitalization proposals, what would be an acceptable trigger for this? It is going to have to be data driven, what would be a sufficient data or metric that would warrant a revitalization by Program Viability? Enrollment, retention, Full Time Faculty numbers, FTES to completers, FTES generated, How many classes for a FT faculty to actually teach? Chris - can departments initiate these themselves? Wendy - Outside experts can be helpful in this. Policy should have something about another thriving program mentor the other program. Assistance from other faculty members.

Chris - Staffing overlap issue, at previous college this process was part of the program review process, for staffing concerns you could go to staffing directly, had more weight with program review committee. We could work with the staffing committee on this.

IV. Recommending Body

Lisa - To review, keep single proposal form, look at changes to prompts and make them cleaner, turn into a fillable pdf, we will see the updated form at Program Viability before it goes live.

David - Workshops and FLEX presentations for Program Viability process are key.