

Program Review Committee Meeting Minutes
Thames Learning Resource Center, Room 160
Friday, September 30, 2016

Chair: Dr. Patricia Ross

Scribe: Yvette Alexis

Attendees: Dr. Kathleen Curphy, Tim Stamm, Elizabeth Feltey, Crystal Lawrence, Krista Lawrence, Mark Mclean, Donald Davenport, Juan Ren, Michael Santos, Jennifer Limon, Douglas Brewster, Kathy Favret, Lisa Melson, Raymond Duplessis, Dr. Tamika Duplessis, Dr. Cheryl Myers, Tandra Taylor, Patrice Moore, Lester Adelsberg, Harold Gaspard, Warren Punecky, Kathy Favret.

Dr. Ross introduced herself and asked everyone in the room to introduce themselves. Since Dr. Tamika Duplessis is now an ex officio member of the committee, Dr. Curphy said she would speak to the Deans for a recommendation from someone to replace her as a committee member.

The minutes of the April 22, 2016 meeting were approved. (Tim Stamm and Mark Mclean) According to the minutes, no one was assigned to review Clerical Automation and Visual Communication-Graphic Design.

Review Charter

The Program Review Charter was reviewed. It was noted that the charter indicated a five year cycle but now a three year cycle is required. Dr. Ross will meet with Karen Laiche to update the charter. The charter does not have procedures for Program Review. Dr. Ross asked for volunteers to participate in a sub-committee that would create a procedures document. She will give an update on the Program Review Committee reviews at the next Planning and Assessment Council meeting.

Dr. Ross shared the Plan Do Check Act (PDCA) model. Following these steps will help to ensure that the review is complete. During the Act step, we must look at the results or findings from the review to make data informed decisions about making improvements to the program.

Program Review Form

Dr. Ross stated that we should review the Program Review process along with the forms that are used. It is also important that everyone uses the same data. It may be possible to redesign and combine the two forms (Program Review and Program Health Index) into one document. She asked for volunteers to serve on a subcommittee to look into this. Dr. Ross asked that committee members send electronic copies of past Program Reviews so that a repository of Program Review documents can be created.

Program Health Index

Dr. Curphy explained that LCTCS is starting to review programs in terms of the revenue generated (tuition), compared to the expenses involved, such as faculty pay, with consideration given to the general education component.

They are creating a manual that IR will use to create a repository of the data found. This information will be public data. Dr. Curphy will let committee members know when the manual is available.

Calendar: The new Program Review process is on a 3 year cycle.

Programs presented:		
Accounting, A.A.S. / C.T.S, TCA	Crystal Andrews	Krista Lawrence
Audio Engineering, Music Business, TCA's	Raymond Duplessis	Jeanne Samuel
Care & Development of Young Children, A.A.S / TCA's	Michael Santos	Kathy Favret
Computer Aided Design and Drafting, A.A.S. / C.T.S./TCA's	Mark McLean	Donald Davenport
Cosmetology, T.D.	Tamika Duplessis	Douglass Brewster
Electrical-Electronics Engineering Technology, A.S./TCA	Raymond Duplessis	Jeanne Samuel
Funeral Service Education, A.A.S.	Kathy Favret	Michael Santos
Horticulture, C.T.S.	Tamika Duplessis	Douglass Brewster
Motor Vehicle Technology, A.A.S. / C.T.S./ TCA's	Crystal Andrews	Krista Lawrence
Nuclear Medicine Technology, P.A.C.	Jennifer Limon	Juan Ren
Pharmacy Technician, C.T.S.	Jennifer Limon	Juan Ren
Veterinary Technician, A.A.S.	Donald Davenport	Mark McLean
Those still in need of review:		
Clerical Automation, TCA		
Culinary Arts, A.A.S. / TCA's	E. Shaye Hope	Diondra DeMolle
Dietetic Technician, A.A.S.		
Interior Design, A.A.	E. Shaye Hope	Diondra DeMolle
Radiologic Technology, A.A.S.		
Visual Communication – Graphic Design, A.A.S.		

Presentations by Committee Members

Accounting A.A.S., C.T.S., T.C.A reviewers were Crystal Andrews and Krista Lawrence.

According to Department chair Patrick Conroy, there will be a 14% increase in job openings until 2020. The program actively recruits. It has updated equipment and offers credentials at three levels.

Audio Engineering, Music Business, TCA reviewers were Raymond Duplessis and Jeanne Samuels. Raymond reported that TCA's do not have star ratings. The IR data was not available for the 2015-2016 academic year.

Care and Development of Young Children, A.A.S./TCA's reviewers were Michael Santos and Kathy Favret. The job prospect for CDYC graduates continues to be good. The program has partnerships with many childcare facilities in the area for training and job placement.

CADD, A.A.S./C.T.S./TCA's reviewers were Mark McLean and Donald Davenport. Department chair provided the self-study report that was used for program accreditation.

Cosmetology T.D and Barbering were reviewed by Dr. Tamika Duplessis and Douglass Brewer. Dr. Duplessis asked why Cosmetology and Barbering were reviewed together since the programs were different. Tim said that the director asked that it be done that way. Reviewers reported that we were the only public college with the programs. The enrollment numbers for these programs continue to increase. The programs have been recently approved for dual enrollment opportunities as well.

Electrical-Electronic Engineering Technology, A.S./TCA reviewers were Raymond Duplessis and Jeanne Samuel. Department chair, Mike Nixon, provided reviewers with ABET report for review.

Funeral Service Education, A.A.S. was presented by Kathy Favret and Michael Santos.

Horticulture, C.T.S., reviewers were Dr. Tamika Duplessis and Douglass Brewer. There has been a decline in work with florists. The department plans to work with New Orleans East Vietnamese community where large gardens exist as well as green projects.

Motor Vehicle Technology, A.A.S./C.T.S./TCA's reviewers were Crystal Andrews and Krista Lawrence. Program has good enrollment and also has Workforce Development classes. It has great alliances with industry and the new Fiat/Chrysler partnership was just announced. Jobs pay well and are in high demand. The program needs more space.

Nuclear Medicine Technology, P.A.C., reviewers were Jennifer Limon and Juan Ren. Data is still being collected. Delgado has the only post certification program in the state. The program pass rate is excellent.

Pharmacy Technician, C.T.S., reviewers were Jennifer Limon and Juan Ren. Program should offer an associate's degree.

Veterinary Technician, A.A. S., reviewers Donald Davenport and Marl McLean. 100% of the students are placed before they graduate from the program. They work with several industry partners. The program's physical space needs better ventilation.

Dr. Ross asked what happens after the review is completed. Does the program have access to the reviewer's report? It is important that we close the loop in this process.

Dr. Curphy mentioned that access to the assets data or other financial information may be a challenge. Tim Stamm added that we must wait for the figures for enrollment from the Board of Regents (BOR), which makes the December deadline challenging. He believes it would be better

if we used the academic year calendar. He also stated that he would resend the email that contained the directions to locate the BOR's data.

Dr. Ross asked that program reviews and Program Health Indexes be submitted to her electronically by October 31st.

Next Steps

It was decided that the committee will meet once a semester.