**Program Review Committee Meeting Minutes**

**Thursday, October 3, 2:30-4:00**

Martin Hall, room 102

**Members present:** Patricia Ross, Mostofa Sarwar, Emily Cosper, Harold Gaspard, Patrice Moore, Karen Muhsin, Cristina Alvarado-Surez, Marcus Etienne, Elizabeth Hopkins, Tara LaFrance, Danilo Levi, Shawn Llopis, Deborah Marshall and Moira (Shelley) Rheams

**Welcome new members!**

Tammy Becker, Instructor, Communication (2019-2022)

Nickie Bourgeois, Workforce Development (2019-2022)

Tara LaFrance, Assistant Professor, Science and Mathematics (2019-2022)

Deborah Marshall, Instructor, Science and Mathematics (2019-2022)

Melanie McHenry, Instructor, Science and Mathematics (2019-2022)

Lead Faculty presented an update on Action Plans from 2018-2019 Program/Discipline Reviews

**Program Review 2018 – 2019**

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| **Educational Programs** | **Lead Faculty** |
| Business & Management(w/concentrations) AAS | Elizabeth Duett |
| Carpentry CTS | Kenneth Williams |
| Civil & Construction Appl Engr Tech (w/concentrations) AAS | Cristina Alvarado-Suarez |
| Electrocardiograph Technician (EKG) CTC | Tanya Taylor |
| Electronics Service Technology (w/concentrations) AAS | Elizabeth Duett |
| Entrepreneurship CTS | Elizabeth Duett |
| Welding | William Wilson |
| General Studies AGS, CGS | Christine Foy |
| Logistics Technology CTS  Logistics Technology : Front Line Supervisor CTC | Dan Summitt |
| Louisiana Transfer AALT ASLT | Lynn Murphy |
| Massage Therapy CTS | Jay Randolph |
| Medical Laboratory Technician AAS | Shannon Skena |
| Ophthalmic Medical Assisting CTS | Fran Langlow |
| Physical Therapy Assistant AAS | Susan Welsh |
| Precision Machining CTS | John Guidry  Alisha Reese |
| Radiation Therapy PAC | Robin Wegener |
| Radiologic Technology AAS | Ty Delger |
| Science Laboratory Technology (w/concentrations) AAS | Raymond Duplessis |
| Surgical Technology CTS | Sandra Palmer |

**Discipline Review 2018 -2019**

|  |  |
| --- | --- |
| **Description** | **Lead Faculty** |
| Biology | Amanda Rosenzweig |
| College and Career Success Skills | Melanie Deffendall |
| Economics | Elizabeth Duett |
| English as a Second Language | Monica Mankin |
| Fine Arts | Daphne Loney |
| Health Science | Fran Langlow |
| Mathematics | Darlene Williams |
| Developmental Mathematics | Darlene Williams |
| Political Science | Kenya Jackson |
| Communication Studies | Michael Santos |

**Approval of Minutes from April 25, 2019 Harold Gaspard motioned and Elizabeth Hopkins seconded**

Program Student Learning Outcomes (SLO) Project

Program SLO’s are now listed in catalog: <http://catalog.dcc.edu/content.php?catoid=35&navoid=5048>

**Goals:**

**Curriculum Mapping** - All Course SLO’s mapped to Program SLO’s (identifying assessment tools to show mastery and tying assessment results to the ‘Use of Results’ in **Annual Unit Assessment Plans**) by the end of Fall 2019.

All Course SLO’s updated in master course syllabi by the end of Fall 2019

**Master Syllabi** updated and ‘published’ electronically by summer 2020

All faculty using **Canvas** by the end of fall 2019

Fran Langlow, Patrick Conroy, Lisa Melson, Diondra DeMolle

Shaye Hope and Monica Mankin – General Education Assessment

Workshops held: **Program SLO’s:**

Allied Health February 1, 11:00-1:00

Technical Division February 8, 9:00-11:00

Business and Technology February 12, 2:30-4:30

Arts and Humanities February 21, 2:30-4:30

**Curriculum Mapping:**

Allied Health August 1, 10:00-12:00, 8/27

Technical Division June 17 and 27, July 17, Aug 23

Business and Technology June 25, July 2 & 16, Sept 4, 5, 12

Arts and Humanities July 29, 9:30-11:30, Aug 28

Communications September 9

A Program Review workshop was held September 6, 10:30-12:00 for reviewers and lead faculty to begin work on their Reviews.

**Review of webpage:** <http://www.dcc.edu/administration/policies/forms/program-review.aspx>

**Program and Discipline Reviews for 2019 – 2020 were announced.**

**Program Review timeline was reviewed:**

Reviewers work with Lead Faculty and Director of Research and Planning to ensure that the review is completed by the PRC team members and program chair in consultation with program faculty and advisory committee members.

According our yearly program review cycle, “Before the end of Fall Semester: Lead Faculty member work with Career Pathways Coordinator to complete the Career Pathways Template.” In the absence of a Career Pathways Coordinator, Dr. Ross has offered to meet with faculty to complete the Career Pathways Template.

December: Program Health Index is submitted to LCTCS and shared with Program Reviewer, Lead Faculty and Dean.

**Additions to the template:**

1. **Curriculum Goals** 
   1. **Check to show that each has been completed:**

\_\_\_\_ Program SLO’s have been reviewed and updated if necessary

\_\_\_\_ Course SLO’s have been reviewed and updated if necessary

\_\_\_\_ Master Course Syllabi have been reviewed and updated if necessary

\_\_\_\_ Curriculum maps have been reviewed and updated if necessary and assessment

tools used to show mastery of Program SLO’s have been updated if necessary