

## 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

<b>Educational Programs</b>	<b>Lead Faculty</b>
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	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
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:**

**A. 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