

De Anza College

IPBT Notes  January 20, 2009

Christina Espinosa-Pieb--Cynthia Lee-Klawender—Co-Chairs

Present: Alves de Lima, ~~Bryant~~, ~~Dean~~, Englen, Espinosa-Pieb, Hearn, Irvin, ~~Kramer~~, Kubo, Lee-Klawender, Mowrey, Woodward, Ngan



I. Finalize Program Review Template: C. Lee-Klawender presented the Program Review Template Draft—dated January 20, 2009--for finalization. The only change made was under Section II, *Retention and Growth*, Item #C, an addition of one sentence for clarification.

II. *Retention and Growth*

C. *In what ways does your program address the basic skills needs of students?
For programs that do not directly address basic skills, how does the lack of basic skills impact student success rates of your program?*

The team members were reminded that the Program Review document is being considered as a total planning instrument--not solely as a budgetary assessment tool.

II. Program Review—Budget Template, 2008-2011: No changes are made; however, the added line item titled, *Additional Resources Needed* was noted.

III. Cover Letter for the Program Review Template: No changes were made to the cover letter; however, informational links will be added to facilitate the dean with the Program Review instrument.

IV. Criteria: There was a discussion around establishing criteria for appraising the Program Reviews. Questions were asked pertaining to the purpose and goals of the IPB team for assessing the reviews. C. Espinosa-Pieb issued the charge to consider “how the campus will look two years from now;” “what do we want the campus to be;” and “what is being offered elsewhere?” She spoke to the premise of what would it take to “build a campus”—starting from “scratch”—“what is needed?” Team members addressed topics—such as, “thoughtful planning,” “effectiveness” and “efficiency,” “the types of lens being used to make decisions,” “using the four sections of the Program Review as main topics,” and “looking at other models that have been established for assessing Program Reviews.”

C. Espinosa-Pieb asked the team members to bring their criteria ideas for assessing Program Reviews to the next meeting—scheduled for Feb. 3, 2008.

V. Other: Amie Ngan was introduced as the DASB representative for IPBT.

Handouts: *Program Review 2008-2011, Program Review Budget Template 2008-2011, and Program Review Cover Letter.*