

Fresno City College  
Program Review Committee  
Meeting Minutes

**Date:** January 15, 2013

**Time:** 3:00-5:00 pm

**Location:** Library Conference Room

**Facilitator:** R. Santos

Members Present: Tammy Camacho, Nileen Clark, Kevin Cooper, Sarah Edwards, Don Lopez, Peg Mericle, Dennis Mohle, Richard Palmer, Gerri Santos, Ray Sanchez, Rick Santos, Cheryl Sullivan, John Teeple, Mary Ann Valentino, Chris Villa, Tim Woods, Kerry Ybarra

Members Absent: Aaron Wilks, Career & Technical Education Division representative, Associated Student Government representative

Guests: Donna Chandler, Karin Gruet, Seth Marty Kamimoto, Stephen Rosendale, Lorraine Smith, Christopher Whiteside, Seth Yates

Support: Paula Demanett, Program Review Coordinator

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Meeting called to order at 3:05 PM

Agenda changes

- Motion to move the discussion of the revised instructional program review self-study form to January 22, 2013 meeting (P. Mericle/K. Ybarra) MSC
- Motion to approve agenda as amended (P. Mericle/K. Ybarra) MSC

Introduction of attendees

Open forum

- Kerry Ybarra (member of the district-wide signature program task force) asked that the program review committee discuss its role in determining signature programs at FCC. Item will be put on agenda for January 22, 2013.

Approval of November 27, 2012 minutes postponed to January 22, 2013 meeting.

The following program review self-study teams have requested postponement of the initial submission of their program review documents:

- Weekend College Administrative Program Review – Change in personnel in the Business Division Dean's position.
- Twenty-five Month Business Administration Program Administrative Program Review – Change in personnel in the Business Division Dean's position.
- Career & Technical Education Division, Office of the Dean Administrative Program Review– due to change in organizational structure and administrative personnel at end of the program review reporting cycle.

*Motion: Move pre-review of documents for Weekend College Administrative Program Review, Twenty-five Month Business Administration Program Administrative Program Review and Career & Technical Education Division, Office of*

*the Dean Administrative Program Review to the first committee meeting in fall 2013*  
(P. Mericle/T. Camacho) MSC

The following student services program review self-study team has requested postponement of the initial submission of their program review document:

- TRIO Administrative Program Review – due to personnel change. New administrator was hired in December, 2012.

*Motion: Move pre-review of document for TRIO Administrative Program Review to the first committee meeting in fall 2013* (P. Mericle/T. Camacho) 1 abstention – MSC

Consent agenda

*Motion: Motion to accept consent agenda* (K. Cooper/K. Ybarra) 1 abstention, 1 oppose MSC

### Presentations

**Automotive Technology Occupational Program Review** – S. Rosendale, C. Whiteside

- Committee members discussed with faculty the safety issue of students walking in loading area and automotive technology vehicle bay area between T500 and T600. Committee member suggested that the safety hazard should be reassessed when there is the peak of activity, i.e. loading and unloading of equipment. Faculty members indicated that barriers, safety cones and yellow caution tape has been used to stop foot traffic in the area, but that students are ignoring.
- *Motion to accept program review document* (K. Cooper/D. Lopez) 1 abstention MSC
- *Motion to refer safety issue to Health & Safety Committee for review* (P. Mericle/T. Woods) 2 abstentions MSC

**Chemistry Instructional Program Review** – A. Henry, K. Gruet, S. Yates

Committee members reviewed changes made to Chemistry Instructional Program Review document.

*Motion to vote on Chemistry staffing and budget summaries separately from the general program review document* (D. Lopez/K. Ybarra) 1 oppose MSC

*Motion to accept the Chemistry instructional program review document without budget and staffing summary* (K. Ybarra/G. Santos) MSC

*Motion to not accept budget and staffing summaries for Chemistry and recommend that corrected budget and staffing summaries for Chemistry be submitted to committee by January 29, 2013* (P. Mericle/K. Ybarra) MSC

### Action Plan for full-time Chemistry Technician

Committee members discussed the action plan for a full-time Chemistry Technician. Chemistry currently shares a technician with Physics. The technician supports 152 hours of labs for Chemistry. The need exists now for the technician. A committee member observed that the current

action plan narrative suggests a future need for technician and the program review narrative indicates a need exists now. It was suggested that if the need exists now, then the action plan should be worded as such. A second committee member suggested that the KPI for the action plan should also be changed.

Chemistry withdrew the action and new faculty request and will re-submit at the time that corrected budget and staffing summaries are reviewed.

**Library Skills 1 Instructional Program Review** – D. Chandler, D. Lopez

Committee members began discussion of the Library Skills 1 Instructional Program Review Document. However, due to evening staffing needs of the library, the presenter needed to leave before a conclusion of the discussion

Motion to postpone discussion of the Library Skills 1 instructional program review document until January 22, 2013 (P. Mericle/K. Ybarra) 1 abstention MSC

**Math, Science & Engineering Division, Office of the Dean Administrative Program Review** – A. Naimpally, T. Woods

Dr. Naimpally was unable to attend the committee meeting.

Motion to postpone discussion of Math, Science & Engineering Division, Office of the Dean Administrative Program Review to January 29, 2013 (R. Santos/R. Sanchez) 9 in favor; 6 opposed MSC

Meeting adjourned at 4:55 PM

Minutes submitted by P. Demanett