

PROGRAM REVIEW COMMITTEE  
Minutes  
May 21, 2001

Present: Starr; Shaeffer; Jenkins; Cabral; Gabriner

**1. Child Development/Family Studies**

Members reviewed the report and resolved to support an Expand in the areas of facilities and remodeling, and technology and technology training.

Members noted that the report covered all the formal procedures of signoff, faculty/staff input, and a six year plan. There was no specific data on student satisfaction because the Office of Research has not conducted such a survey.

Members agreed that the report was outstanding in its presentation and documentation and clarity. They felt the explanation of data and strength of the 6 year plan was satisfactory.

On the health of the department, the members agreed that morale, program demand and response to outside factors are outstanding.

Regarding the report's alignment with the college strategic plan, the members agreed that the department's work in the areas of teaching/student learning, program improvement and working environment were Outstanding. They noted with concern that the state of the department's facilities and its access to technology was weak; equipment and supplies appeared to be satisfactory.

The members agreed that among the strengths of the department are its flexibility for scheduling classes; collaboration with outside agencies and partners; and the presentation of the attached materials to the report;

Members raised some questions about how well the department is doing in placing students in the community since there was not explicit discussion about this issue. They also wanted more discussion about how the department could encourage more male enrollments in programs, and more discussion about the development of the teacher preparation program and the Early Childhood Mentoring program.

**2. Duplicating**

Members agreed to support an Expand recommendation in the area of upgrading and replacing equipment. Overall members recommend a Continue for Duplicating.

Members noted that the report had covered some of the formal procedures including a sign off from the Director and a six year plan. It was unclear whether there was staff input in this report. The report lacked any user satisfaction data since no specific survey has been conducted. Members did review the CCS F employee satisfactions survey and noted that Duplicating (Phelan) ranked 10<sup>th</sup> and Duplicating (Campuses) ranked 18<sup>th</sup> among the 64 services rated by CCSF employees.

Regarding the health of the unit, there was no discussion on staff morale, but committee members did feel that the unit was outstanding in its capacity to respond to the needs of faculty and staff throughout the college. Members, however, did express some concern about the limited range of duplicating techniques of the unit and expressed some hope that additional levels of sophisticating duplicating equipment could be well used by the college.

Regarding the alignment with the college strategic plan, the members felt that much of the while the technology within the duplicating units was satisfactory, to improve services to CCSF employees would require additional investment in more sophisticated equipment.

Members felt the strengths of the duplicating units including their capacity to duplicate large volume of materials, accurate proofing of the materials; good turnaround time for jobs; and pleasant/prompt responses from the units.

Members indicated some concern with the wide variation of CCSF employee ratings of the campus duplicating units, also the wide variation of satisfaction by full time vs part time faculty and by classified vs. administrative vs. faculty.

### **3. Admissions and Records (Non-Credit)**

Members agreed to recommend a Continue status for the non-credit A/R report.

Reviewing the formal criteria, members felt that the report covered all the criteria including the signoff, staff participation in the report, a 6 year plan and staff satisfaction survey with discussion of the results.

Members agreed that the report was thorough and rating it outstanding for presentation, documentation, explanation of data, strength of the plan and level of clarity.

Members noted that there are some (few) staff members who are not happy within the unit, a fact that the director recognizes is seeking to address. Members felt that the unit was outstanding in its effort to respond to the needs of students and faculty.

Members felt that the non-credit admissions/records unit was doing a satisfactory to outstanding job in pursuing program improvements, a supportive working environment, good facilities with up to date technology, equipment and supplies.