

PROGRAM REVIEW COMMITTEE
February 28, 2008 2:00 – 4:00 pm
MINUTES

Members Present:

Riverside

Daddona-Moya, Michelle
Davin, Richard
Hall, Lewis
Schwerdtfeger, Patrick

Moreno Valley

Bufalino, Patti
Dumer, Olga

Norco

Gray, Alexis
Parks, Jason
Thomas, Jim

RCCD

Green, Monica
Kauffman, Kristina
Vito, Ron

Members Absent:

Riverside

Acharya, Surekha
McKee-Leone, Virginia
Sarkis, Rosemarie
Kennedy, Stephen

Moreno Valley

Beckstrom, Doug
Loomis, Rebecca

Norco

Crasnow, Sharon
Elizaldes, Andre
Flick, Arend
Loewenstein, Gaither
Tschetter, Sheryl

RCCD

Brown, Aaron

Guests: Diane Dieckmeyer, Richard Mahon, David Torres

1. **Approval of 12/13/07 Minutes – MSC/Gray/L.Hall**

2. **Administrative Issues**

Program Reviews carried over from Fall 2007: CIS, Construction, Dental Technology, Graphics, Math, Reading and Welding for tentative submittal on March agenda.

- a. Round Two begins this semester with a Program Review Training workshop on March 7, 2008. David Torres will show how to utilize the data in the computer; Kristina will give a more in depth picture of the Program Review process and Sheryl Tschetter will present the Assessment piece for the following disciplines joining us: Cosmetology, Counseling, Dance, ECE, Geography, Health Care Technician, History, Humanities, Life Sciences, Music, Physical Education and Physical Science.

b. Updates for Calendar for 2008

March 27, 2008

April 24, 2008

May 22, 2008

May 29 – alternative date – if needed

c. Comprehensive Program Review Revisions

Kristina reviewed the following revisions made to the Program Review document:

- Asking for history from last date only
- Need data analysis not just data only
- Fill out template on page 15 & 16 for assessing Gen Ed
- Collaboration with other units
- Address major long-term resource planning
- Changes are not campus specific
- Summarize goals & objectives and help needed to support these goals
- Focus groups needed for earlier collection of data

Kristina reviewed the District Strategic Planning Process chart on page 6. Following revisions have been made:

- Will present chart to the DPSC meeting on 2/29/08 for feedback

- This chart is for specific campus decision making processes
- Clarify process with charts and narrative for accreditation
- Include budget process along with District Strategic Planning process

Kristina will e-mail document to all committee members for their review. Hayley Ashby will represent Kristina at the Riverside Academic Senate meeting on 3/3/08 for 2nd reading of the Comprehensive Program Review document and the document will also be presented at the Moreno Valley Academic Senate on Monday.

Motion - Committee supports changes as a work in progress/MSCL.Hall/Parks

d. Annual Program Review Update

The following revisions were made to the Annual Program Review document:

- Would like to create a database so each department will have easy access to their information for sorting, pulling information, etc.
- Removed narrative on equipment and facilities
- Annual Program Review to link back to budget allocation model for long-term budget needs
- Each campus to develop rubric on how to distribute funds.
- The VP's of Business Services will be contacted regarding complex funding issues
- Annual Program Reviews are due on April 30, 2008
- Training workshop to be held on March 7, 2008, 1:00; Riverside Campus

Motion – approval of Annual Program Review document/MSCL.Hall/A.Gray

Meeting adjourned at 3:30 p.m. Next meeting scheduled for:

**Thursday, March 27, 2008
2:00 – 4:00 p.m.
District Office – Lg. Conference Room**

PROGRAM REVIEW COMMITTEE
March 27, 2008 2:00 – 4:00 pm
MINUTES

Members Present:

Riverside

Davin, Richard
Kennedy, Stephen

Moreno Valley

Bufalino, Patti

Norco

Elizaldes, Andre
Gray, Alexis
Parks, Jason
Thomas, Jim
Tschetter, Sheryl

RCCD

Green, Monica
Kauffman, Kristina
Vito, Ron

Members Absent:

Riverside

Daddona-Moya, Michelle
Hall, Lewis
McKee-Leone, Virginia
Schwerdtfeger, Patrick

Moreno Valley

Beckstrom, Doug
Dumer, Olga
Loomis, Rebecca

Norco

Crasnow, Sharon
Flick, Arend
Loewenstein, Gaither

RCCD

Brown, Aaron

1. **Approval of 2/28/08 Minutes – MSC/Gray/Bufalino** (Sheryl Tschetter – abstained)

2. **Administrative Issues**

Feedback on Round Two “B” training March 7, 2008

There were 34 in attendance for the March 7th Program Review training. Annual program review workshops to be held next week on: March 31st - Norco; April 3rd – Riverside; April 4th - Moreno Valley. A stipend of \$1,000.00 will be paid for completion of program reviews.

Kristina was charged by the DSPC to develop a mechanism for utilizing program review for budgetary purposes. A meeting was held with the Vice Chancellors and Associate Vice Chancellors and they stated that the District needs to respond to the campuses with district services to provide for their needs. The decision was made to have the administrative program reviews for the campuses due in September and the administrative programs review for the District will be due January 15th - February 1st. This will give the District time to review what the campuses have done.

Target Dates for Instructional Annual Program Review Document – May 15, 2008

Other Issues

Highlights from the Academic Senate article dated February 2008 was discussed regarding program review. Ron Vito's concern was that we don't have an appropriate mechanism for job placement. The suggestion was put forth to form an Ad Hoc committee to follow through on this process.

Discussion followed regarding Title V requirements on courses that have pre-requisites or co-requisites advisories. Limitations on enrollment must be reviewed every six years and this process needs to be incorporated into the narrative guidelines in the comprehensive program review cycle. Monica Green will add the appropriate language to the curriculum section and bring it back to this committee for review.

3. **Program Review Submittals**

Reading – Stacey Cerwin-Bates not present

Comments: Show relationship with counseling and matriculation. There's a concern in the discipline that not all faculty are participating with the program. Why aren't classes being held during peak times for students?

Let the minutes reflect the committee's recommendation that questions can be posed to faculty without denying them the ability to go forward and that total participation in some sort of assessment will try to be achieved amongst the faculty.

Motion to accept Reading Program Review/MS/Davin/Elizalde

Construction Technology – Jim Thomas

Comments: Presented to DAC this morning and received a rating of 4. Need efficiency numbers from Raj for 2006. Will be submitting courses through the new CurricuNET system. Why is attendance up but degrees and certificates are down? Ron Vito to speak to David Torres about creating a mechanism to pull students and the classes they are taking in order to earn a certificate.

Motion to accept Construction Program Review/MS/Gray/Elizalde (Jim Thomas abstained)

Meeting adjourned at 3:30 p.m.

Next meeting:

Thursday, April 24, 2008
2:00 – 4:00 p.m.
District Office – Lg. Conference Room

PROGRAM REVIEW COMMITTEE
May 22, 2008 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Daddona-Moya,
Michelle
Hall, Lewis

Moreno Valley

Dumer, Olga

Norco

Elizalde, Andres

Parks, Jason
Gray, Alexis
Thomas, Jim

RCCD

Kauffman, Kristina

Vito, Ron

Members Absent:

Riverside

McKee-Leone, Virginia
Schwerdtfeger, Patrick
Acharya, Surekha

Davin, Richard
Green, Monica
Barbara, Hall
Kennedy, Stephen

Moreno Valley

Beckstrom, Doug
Bufalino, Patricia
Loomis, Rebecca

Norco

Crasnow, Sharon
Flick, Arend
Loewenstein,
Gaither
Tschetter,
Sheryl

RCCD

Guests: Steve Thyberg, Susan Mills, Kathy Nabours, Jodi Julian, Ross Clark

1. **Approval of March 27, 2008 Minutes- MSC/Parks/Gray**
2. **Administrative Issues**

Final Count for the Round Two "A" cohort

Out of the 16 on the list, 13 have submitted or completed program reviews. There were some issues with Dental Technology, Positions Assistants, Welding ect. Jim Thomas, Kristina Kauffmann, and Ron Vito plan to have a meeting to discuss these issues and devise strategies to complete program reviews in these disciplines. Round 2 Group "B" had a workshop discussing program reviews in 12 Disciplines including: Cosmetology, Counseling, Dance, Early Childhood Education, Geography, Health Care Technician, History Humanities, Life Science, Music, Physical Education, and Political Science. There submittals will be due in the fall. Student Learning Outcomes will be divided up by campus. Jason Parks and Alexis Gray will compile summaries for several Norco disciplines. These summaries will correspond with the questions on the Annual Program Review and the information will be used to make improvements to SLOs.

Program & Service Review Demo

Steve Thyberg from CurricUNet, gave a presentation on CurricUNet. This Program Services Review Module allows instructional, non-instructional and hybrid versions of the two. If you create a new program review, it will bring up data from last years review so you can address recommendations based on that information and create feedback loops. If you make a physical request, it has to be related to the learning outcomes of that specific program. Each physical request must be ranked in order of importance. For example, if a discipline is requesting a new faculty member, they would rate that as Priority 1. However, if they wanted to hire an Administrative Assistant, they would have to be a level two priority. One of the advantages of CurricUNet, is each faculty member can create their own profile in the database. They can import awards data, number of

degrees awarded in a specific program, number of certificates awarded, etc. In addition, all the information uploaded will be automatically generated into graphs created by Datatel. Kristina Kauffman suggested that using the CurricUNet program could save up to 3 weeks of work because currently RCCD compiles this information by hand using Excel spread sheets. Initially, RCCD wants to install the latest version of CurricUNet. RCCD is planning to customize the CurricUNet system and the total cost is estimated at \$10,000/yr.

Website URL: www.curricunet.com/rccd

3. **Program Review Submittals**

Math – Susan Mills/Kathy Nabours

Comments: Presented to the DAC this morning and assigned a rating of 5. Andres Elizalde shared a concern that on P.5 they discuss adding prerequisites to Math 52, but they do not show evidence that it has improved student learning outcomes. The Math Discipline would like to request a dual support system for both Math Lab and Tutorial Services. Kristina Kauffman suggested they make a request to Daniel Martinez at Norco.

Motion to accept Math Program Review/MSO/Olga/Andre

Theatre – Jodi Julian

Comments: Presented to the DAC this morning and given a rating of 4. Jim Thomas suggested they should improve the graph on p. 3 by adding the total sections for 56-86 because it would help strengthen the presentation. Olga Dumer shared a concern that on p.13 they need to add a transitional statement prior to the chart. Alexis Gray suggested that the terminology on P.15 should be clarified.

Motion to accept Theatre Program Review/MSO/Parks/Olga

Applied Digital Media – Ross Clark

Comments: Presented to the DAC this morning and they decided to table it because the rubric needs to be improved and expanded. Also, the rubric is not in the current format. Applied Digital Media is redoing their mission statement. Monica Green suggested that the purpose and goals listed in the rubric need to address their mission statement and should be linked to a specific college. The discipline has made resource requests for additional staff, facilities and equipment.

Moved for approval pending an appropriate DAC rating/MSO/Thomas/Gray

CIS – Lewis Hall

Comments: Presented to the DAC this morning and given a rating of 5. The document consists of 2 areas including both Computer Information Systems, and Computer Applications and Office Technology, so in many ways they are 2 program reviews linked together. Olga Dumer shared a concern that on P. 42. the title says “3 Critical Areas”, but there are only two listed.

Motion to accept CIS Program Review/MSO/Gray/ Parks

Meeting adjourned at 3:30 p.m.

Next meeting: TBA – Fall 2008

PROGRAM REVIEW COMMITTEE
September 18, 2008 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Bufalino, Patricia

Norco

Elizalde, Andres
Gray, Alexis
Thomas, Jim
Tschetter, Sheryl

RCCD

Green, Monica
Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
Davin, Richard
Hall, Lewis
Kennedy, Stephen
McKee-Leone, Virginia

Moreno Valley

Beckstrom, Doug
Dumer, Olga
Loomis, Rebecca

Norco

Crasnow, Sharon
Flick, Arend
Loewenstein, Gaither
Rey, Jason

RCCD

Brown, Aaron

Guests: Lisa Conyers – MOV; Richard Mahon - Academic Senate, Riverside

1. **Approval of May 22, 2008 Minutes-** Correction to minutes “Steve Thyberg was from CurricuNet./**MSC/Gray/Daddona-Moya**

2. **Administrative Issues**
 - a. **District Administrative Unit Program Reviews – The Final Piece**
We are on the second cycle of Administrative Unit Program Reviews for each campus and on the first cycle for the District Administrative Unit Program Review process which are due February 1, 2009. The current decision making process for the Annual Program Reviews can be viewed online. Student Services is an ongoing Program Review.

A workshop will be held in October for the District Administrative Units to take a look at the guidelines. Administrative Assessment Training workshops will be held on September 26th and November 4th, 9-11:00 a.m.

 - b. **Big Picture** – The Integrated Strategic Program Review Process with Timeline
This is the final component.

 - c. **This Semester’s Calendar and Tasks**
Committee to review submitted Administrative Unit Program Reviews for content and suggestions. At our next meeting the committee will partially review the Student Services Program Review. Monica Green gave an overview of the Student Services Program Review which is divided up into three different documents based upon campus with 20 different service areas with each area to be reviewed on an individual basis. Kristina and Jim Thomas are researching a database that is able to extract and compile information needed.

 - d. **Program Review Annual Report for 2007-2008**
Annual Program Reviews will be e-mailed to the academic senate for their review after being reviewed by this committee.

- e. Committee Assignments and Possible Expansion of Committee
The committee will be expanded to include those who have expertise in particular areas that will be submitting Administrative Unit Program Reviews. A request has been submitted to the Academic Senate for replacements.
- f. Other Issues
Barbara Beno's letter of September 9, 2008 will be on the October 16th agenda which states that we need to meet the Proficiency level in the newest requirements in the Standards of Accreditation by Fall 2012. Shery Tschetter will attend the IUPUI Assessment Conference in Indianapolis in October.

Richard Mahon discussed how he wants to keep track of faculty who have chosen to serve on this committee. He stated that the committee needs to rotate the committee chair on an annual basis among the colleges and an assistant chair needs to be selected. He suggested the committee look for a Tuesday afternoon time slot close to the Curriculum committee meeting in order to establish joint communication between Curriculum, Assessment and Program Review starting in Spring or Fall 2009 at the latest.

3. **Program Review Submittals**

- a. Administrative Unit Program Review – Moreno Valley – submitted by Lisa Conyers
Comments/Suggestions:

- Page 11 – A stronger statement could be made by inverting the narrative to say “Through organizational efficiency we are requesting an outreach coordinator position which links to the mission statement.

Instruction Unit – Page 3, 3rd item from the bottom on left side should be revised to “Instructional Support Specialist” along with footnote #5 to “ISS”

- Page 5 – cluster bullet items under some major areas to strengthen document
- Page 7 – Chart 6 is missing; Patti Bufalino to complete information on Annual Instruction Chart on page 8.
- Page 13 – Change 12 classified staff needed to 3 additional positions needed. Revise chart to say “Estimation of PT faculty reassigned time”.
- Enrollment management section to be sent to committee when completed by Wolde-Ab Isaac.

Public Safety and Education & Training Unit

- Page 10 – All acronyms need to be spelled out, i.e., POST.
- Page 11 – add parallel paragraph on Law Enforcement under “Collaboration with students and/or Other Units”. Change font from italics to regular font.
- Page 15 – Last year's format was used so now there are two tables to fill out under goals and objectives, Table 8 & 9.
- Page 20 – How does the statement under Facilities Needs, item #2, link to Facilities Needs?
- Health Science and Library & Learning Resource Units are missing and will be forwarded for next month's agenda.

Motion – to receive all three Moreno Valley reports/MSA/Tschetter/Elizalde

b. Administrative Unit Program Reviews – Riverside

Business Services - submitted by Becky Elam

- Page 21 – All tables after Staff Needs need to be filled out.
- Need an analysis of assessment plan or commentary on how they are going to use it to improve their unit.

Career & Technical Education – submitted by Ron Vito

- Concerns on how this unit serves the mission. Need to expand on this.
- Page 4 – Item #5 - There is a disconnect in the assessment piece and DAC will be reviewing their assessment components to see what is needed.
- Page 6 – Need to expand on strengths and weaknesses that emphasize their successes
- Page 8 – Goals and Objectives – need to eliminate the results for 2009-2010 and modify appropriately
- Page 10 – Program Staffing Profile – Add a note explaining, due to restructuring of the unit, these items are not applicable. Previous data would not be of any value at this particular point and state the same for Facilities and Equipment Needs.

Riverside School for the Arts – submitted by Carolyn Quin

- Page 11 – Under administration, what does 8 hundredth of a person represent? Use the forms given for the Management and Staff requests.
- Is it an oversight that Tables 5 (Facilities), 6,(Professional Development) and 7 are missing?
- Page 3 – Concerns were raised regarding all references made to **Performance Riverside** being an opportunity for district students. On Page 3 the statement, *“provides opportunities for district students and member of the community”* is misleading because it’s a professional theater company where all members of the show are paid. There is no academic component, no requirement for any performer to be enrolled in the college or enrolled in any class, and no preference for our students. The recent Accreditation report issued a strong concern over the subsidization of Performance Riverside as a non-academic program as well.
- School for the Arts is an academic program that will involve faculty and students.
- If current students are attending RCC because of performances put on by “Performance Riverside”, tracking these students could be used as an assessment tool. **On Page 10** – remove statement under II.a. referring to construction starting in November 2008 since the bond issue didn’t go forward. **Committee Recommendation:** To reword the section under “Performance Riverside” to better reflect the makeup of the actual organization itself especially on Page 3 & Page10d.

Facilities – submitted by Ralph Perez

- Couldn’t find Attachment A and B.
- Page 11 - Under Strengths and Weaknesses – Item B – last sentence doesn’t make sense and may need to be reworded.
- Page 10 – has a reference to a utility report that is missing.

Campus Administrative Support Center – to be moved to agenda for October 16, 2008.

Motion – to receive all four reports Riverside reports/MS/Chenoweth/A. Gray

c. Administrative Unit Program Reviews – Norco

Library – submitted by Damon Nance

- A very general goal is stated on Page 14 for the coming year under Major Objectives and Goals. To create a stronger document, add the specific goals listed on pages 8, 10 and 16 to the narrative on page 14.
- Page 11 – On the last sentence omit the word “attempting”
- Commended on their assessment piece and now they can focus on what they have done with the results.

Educational Services - submitted by Gaither Loewenstein

- Page 5 – Commended on the objectives that were listed and how they were able to meet those objectives
- Page 14 – The year on our Five-Year Staffing Profile template form needs to be corrected.
- Page 5 – Add goals for last year to the narrative and summarize on the table.

Dean of Instruction – submitted by Diane Dieckmeyer

- Need to cluster items listed describing functions of their unit in Item #4 to make it easier to see basic areas.
- Surveys were more of an assessment nature than the goals. How she collects this data, analyzes it and uses it to change the scheduling or to engage more part-time faculty, etc. will be very important as she moves forward.
- Under #9 – Needs to eliminate the editorial narrative and make it sound more objective.

Motion – to receive the three Norco reports/MS/Bufalino/Chenoweth

Next meeting:

**Thursday, October 16, 2008
2-4:00
District Office, #319**

PROGRAM REVIEW COMMITTEE
October 16, 2008 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara
Hall, Lewis
Kennedy, Stephen
Vito, Ron

Moreno Valley

Bufalino, Patricia
Dumer, Olga
Loomis, Rebecca

Norco

Elizalde, Andres
Gray, Alexis
Nery, Annabelle
Thomas, Jim
Tschetter, Sheryl

RCCD

Green, Monica
Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
McKee-Leone, Virginia
Schwerdtfeger, Patrick

Moreno Valley

Beckstrom, Doug

Norco

Rey, Jason

RCCD

Brown, Aaron

Guests: Bajaj, Raj; Bush, Ed; Delgadillo-Flores, Monica; Mahon, Richard; Torres, David

1. Approval of September 18, 2008 Minutes/MS/Gray/L.Hall

Item of discussion for next meeting – Yearly rotation of Chair? Should be two years with selection in Fall with one year of training. Discuss need to change by-laws.

2. Administrative Issues

- a. The Integrated Strategic Program Review Process - We are not quite ready to use an integrated tool such as CurricuNet for program review which allows for revisions, conversations, sorting, etc. due to costs of programming. Mark Knight is familiar with Generation Two internet tools which he could design for us, on a temporary basis. This only applies to the request forms. Should we wait another year, or would this intermediate approach be feasible?

Comments: If the intermediate approach is chosen, faculty should be notified that this is a new process and to be patient. Leave as is and continue transactions on paper for one more year so transition would be smoother. Raj stated that the implementation of online forms would provide flexibility to the campuses to go their own route.

- b. Need to call a meeting for October 30th due to work load.
c. Committee Assignments and possible expansion of committee – Working with Academic Senate to elect new members to expand committee.

3. Program Review Submittals - Administrative Unit Program Reviews

The assessment portion of all program reviews will go to the District Assessment Committee for review with comments to be sent to the appropriate person.

- a. **Riverside – Workforce Preparation** – Shelagh Camak

Comments: Identify acronyms in the front part of the document. Page 5 - independent living program states that they serve 3,070. Is this correct? Does Workforce Preparation have any SLO requirements they formed in the form of goals? Requests are made in the narrative but not included on the request forms, e.g., staffing chart doesn't show that they want to hire two emancipation coaches. Need to state if positions are funded by a grant such as Basic Skills, Title V, etc. It was suggested that a column be added to the request form for permanent funding needed. Page 9 – Under first bullet, percentages are wrong. Page 24 - Goals and Objectives table needs to be corrected. Page 38 – The organization chart should identify whether it's District or Campus-based units.

Motion – to receive Workforce Preparation Program Review MSC/Bufalino/L.Hall

- b. **Student Service Program Review** – Monica Green gave an overview. Submitting by service area and compiling all documents for that area into one.

Admission & Records – Riverside – Lorraine Anderson

Comments: Tables need to be identified with a header. The numbers of the tables will be modified to align themselves with the tables in all the program reviews. Send copies of feedback from DAC meeting on 10/30 to Ed Bush. Page 3 mid-page - revise sentence “many faculty either do not submit grades on time”. Suggested using “many faculty members”. Need to clarify the Philosophy statement which needs to align with the District Mission Statement. Clarify what is meant by Objectives #8, Page 1 - “Institutionalized RCC e-mail?”

Norco - Mark DeAsis – Under Strengths and Accomplishments they need to list all the strengths in a separate area and the same for the accomplishments. Page 23 - “Equipment Needs not Covered by Current Budget” – needs are identified but what happens when the needs are not met through the Budget Allocation Model? Organizational charts are included for other colleges but the one for our college is missing. Suggestion: If there’s a particular need in your department, give us the current structure in your organizational chart along with a chart on your ideal structure so we can see where you’re going.

Moreno Valley – John Thrower - Five Year Staffing Profile Anticipated Needs – Need to clarify where you are asking for 10 and 14 more people since it wasn’t stated in the narrative.

Motion – to receive Admission & Records Program Review/MSC/L.Hall/Tschetter

Assessment Center – Riverside – David Lee

Comments: Page 1 under Philosophy Statement – change partner from “Riverside” to Moreno Valley and “Norco”. Add titles back to tables. Page 5 – request for printers is not noted on the table but is included in the narrative. Page 7 under “Actual Outcome” – Suggested that they mention which high schools they are using or use a term other than “our feeder high schools”. Page 9 – Asterisks are used but there are no footnotes for them. Page 11 - Annual total cost of ownership for their equipment needs is blank.

Norco – Sharon Drake - No Comments

Moreno Valley - Ignacio Alvarez, Jr.

Comments: Need to use consistent font. Page 23 – Under Actual Outcomes it was suggested that the word “feeder” could be replaced with the word “local” or use an appendix for key names. Page 25 – The Staff chart was not included and under anticipated needs it doesn’t state what kind of staff is needed or the total cost involved.

Motion – to receive Assessment Center Program Review/MSC/B.Hall/L.Hall

Counseling – Riverside – Ellen Brown-Drinkwater

Comments: Richard Mahon was very impressed with the overall quality, depth, and attempt to identify things that you could actually measure and begin to track. Page 7 – Leave in dates but eliminate names under Positions Vacated and Most Recent Hires. Titles need to be inserted on the charts in the back. Page 20 - The cost of Item #2 on the List of Equipment for 2008-2009 is missing. Page 13 – under “Drinkwater” need to clarify narrative.

Norco – Jimmie Hill

Comments: Remove names on the bottom of Page 24. Page 11 - Including the Guidance 45 class in this review is inappropriate since it would already be included in the comprehensive review since it needs to be completely separate from Counseling. Page 29, fifth paragraph – “we see an average of 754 students weekly” just at Norco. Is this correct? Add an additional narrative to clarify.

Moreno Valley – Maria Pacheco and La Tonya Parker - **Comments:** Page 34 – “Intrusive Counseling” is a counseling term meaning we don’t wait for them to come to us, we go to them. On all Five Year Staffing Profile charts percentages are wrong. It was suggested that the chart be modified to be more user friendly by embedding the formula.

Motion – to receive Counseling Program Review/MSC/Tschetter/Dumer

Puente – Norco - David Payan

Comments: The committee recommends that the Puente Program portion from the Riverside Counseling Program Review be separated and/or extracted and added to this review so that resource requests can be submitted. Page 1 – Correct reference to Cal Poly Pomona as “CPPomona” to “CSU Pomona”.

Moreno Valley - Sal Soto

Comments: Request tables are missing. If there are no requests, it was suggested that they type in “Doesn’t Apply” so we know they’re not missing. Is there a budget allocation to these programs by campus? Discussion on how it would be helpful to identify the budget allocation, how it has been met or not met and what is planned for the future. Forms are clear on asking for new requests not currently covered by their budget.

Motion – to receive the Puente Program Review/MSC/A.Gray/Bufalino

Next agenda for October 30th will include the Student Services area of Athletics, International Students, Upward Bound, Trio, EOPS/Care, Job Placement, Career Transfer Center and Tutorial Services.

Miscellaneous

Richard Mahon was present to oversee selection of Chair of the Riverside committee.

Motion – to nominate Lewis Hall as Chair/MSC/Chenoweth/Daddona-Moya

Selected by consensus as Riverside voting members: Lewis Hall and Rita Chenoweth.

Next Meeting:

Thursday, October 30, 2008

2:00

District Office, 3rd Floor

PROGRAM REVIEW COMMITTEE
October 30, 2008 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Barbara
Hall, Lewis
Kennedy, Stephen

Moreno Valley

Dumer, Olga
Loomis, Rebecca

Norco

Elizalde, Andres
Gray, Alexis
Nery, Annabelle
Thomas, Jim

RCCD

Green, Monica
Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
McKee-Leone, Virginia
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Beckstrom, Doug
Bufalino, Patricia

Norco

Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron

Guests: Bajaj, Raj

1. **Approval of October 16, 2008 Minutes/MS/L.Hall/A.Gray**
2. **Administrative Issues**
 - a. Our next meeting may run from 1-4:00 because we have three separate groups we will be reviewing: Student Services, Comprehensive Program Review and some Administrative Program Reviews. We have 13 or 14 comprehensive program reviews coming in this Fall, but none have been submitted so far.
 - b. **We are working on condensing and simplifying the Annual Administrative Program Review which will modify the administrative unit and may start to modify the Instructional Annual Program Review. .**
3. **Program Review Submittals - Administrative Unit Program Reviews**

The assessment portion of all program reviews will go to the District Assessment Committee for review with comments to be sent to the appropriate person.

 - a. **Riverside – Academic Affairs – Patrick Schwerdtfeger** (Comments will be forwarded to him)
Comments: Page 4 – Correct “high school principles” to “principals”. Page 7, on Chart #9 is there a strategic plan for the reorganization? Page 8 – reword to say “departments will have rotations published on a three-year basis”. Page 13 – under “Staffing Needs” it should say “see narrative on Page 10” instead of “see above”. Change “Secretary 4” to “Secretary IV” . Page 9 – in reference to the last goal, there is no mechanism to route this to the district. Kristina is looking into revising this form so that we can better link this as a District function.
Motion – to receive Riverside Academic Affairs Administrative Program Review Unit/MS/L.Hall/A.Gray
 - b. **Student Services Administrative Program Review – Monica Green** gave an overview.
 - i. **Athletics, Riverside Campus– Barry Meier**
Comments: Page 6 – Areas Needs Assessment table - should it be expanded to include an area of need for Athletics on Moreno Valley and Norco? Discussion followed. Concerns of the committee are: (1) That Moreno Valley’s athletic program will be represented in the program review document and (2) whatever direction this takes, there will be no negative competition between colleges. The committee recommended adding the history that Athletics has of working with the community, Sports Clinic, and Tiger Backers to the “Strengths and Accomplishments” section. Page 8 – Item #2 – clarify total cost.

Athletics, Norco Campus – Tim Wallstrom

Comments: State reasons for the need of New or Replacement Classified Staff”.

Motion – to receive Athletics Administrative Program Reviews for Riverside and Norco/MSA/Gray/L.Hall

- ii. **International Students, Riverside Campus** – Monica Green gave overview. One program serves students on all three campuses.
Comments: Page 3 – Total Revenue number needs commas added. Page 1 – change “Services Included...” from bold to regular font. Page 8 – Suggestion to use bullet statements for Strengths and Accomplishments or have them list five things they are most proud of about their unit in place of observational narratives. Remove names and refer to positions instead. Remove repetitive information from the Objectives to Strengths and Accomplishments for a more concise document. Page 9 – Under “Personnel” the chart should reflect what they have asked for. Page 14 – need an annual total cost for employee in place of hourly cost. Page 16 – Need to include reason for furniture needed.
Motion – to receive International Students Administrative Program Review MSA/L.Hall/Dumer
- iii. **EOPS/CARE, Riverside Campus** – Michael Carrillo (Monica Green gave an overview. This program is for individuals who have economic and educational disadvantages. The Riverside Campus provides services for both the Moreno Valley and Norco campuses.
Comments: Identify acronyms at the beginning of the document. Page 1, 7 & 11 – Under “Philosophy Statement” revise to state specifically that EOPS caters to first generation low-income, and disadvantaged students to conform to State guidelines. Under “Objectives” revise to say “increase serving” in place of “increase student population”. Include statement on “need to have 12 planned units” along with actual growth by campus. Page 3 – Totals are incorrect under “Staffing Levels for Hourly Staff and Faculty Reassigned Time”. Page 4 – Need annual cost for counselor. Page 5 – Under #1, revise sentence to strengthen document.

EOPS/CARE, Norco Campus

Comments: Page 7 - Same growth numbers are used for Riverside and Moreno Valley under “Strengths and Accomplishments”. Growth numbers should be referenced as District numbers. **Motion – to receive EOPS/CARE Administrative Program Review MSA/Gray/Chenoweth**

- iv. **Job Placement, Riverside Campus** – Gregory Ramirez (One job placement technician for all three campuses)
Comments: All feedback will be for the person who takes over on each campus. Page 2 – Under “Concerns & Needs” first bullet, spell out “between”. Last bullet – state all student employment opportunities. Page 8 – under #1 change .1 FTE to 1.0 FTE. Reflect Moreno Valley and Norco information under their own charts. There is no Annual TCP for Riverside.

Job Placement, Norco Campus

Comments: Page 9 – Under “Objectives” remove the #2 on the 2nd bullet. Page 12 – Anticipated Needs for FT Classified Staff is unclear. Each campus need should be on a separate chart for their campus.

Job Placement, Moreno Valley Campus

Comments: Page 14 – Under “Strengths and Accomplishments” statement on reference to last year’s 2006 – 4,763 and this year 2007 - 9,086 numbers are actually district numbers. **Motion – to receive Job Placement Administrative Program Reviews MSA/L.Hall/Gray**

- v. **Career Transfer Center, Riverside Campus** – Eileen Colapinto
Comments: Page 1 – Mission Statement should state that this program serves the entire student population and should not be discriminatory. State that there is coordination with other student services units to promote the services of the Career and Transfer Program. Page 6 – need dollar amount under “Annual TCP”.

Career Transfer Center, Norco Campus – Natalie Aceves

Comments: Page 15 – Under “Staff positions Needed” is this a request for this year or for the following fiscal year? Page 13 – Under “Data Analysis and Recommendations” is the statement 3.36% decrease correct?

Career Transfer Center, Moreno Valley Campus - Lori Fiedler

Comments: Page 18 – Under “Summary” they refer to themselves as RCC instead of Moreno Valley with the same reference in the Mission Statement. Page 22 – need to fill out table to support appropriate requests. **Motion – to receive Career Transfer Center Administrative Program Reviews/MSK/Kennedy/Nery**

- vi. **TRIO, Norco Campus only** - Gustavo Ocegura

Comments: Page 1 – Under “Areas of Concern” question regarding relationship between TRIO and Upward Bound was discussed. TRIO is an umbrella program which starts at middle school all the way up to higher education for disadvantaged groups. Upward Bound is under this umbrella and divided between two programs: (1) first program pulls disadvantaged students from the 9th and 10th grade to try and get them into a four-year college (2) The SSS is their sister program which serves the disadvantaged college students with the same idea of transferring them within a three-year period with a goal of a Bachelor’s Degree within six years. Page 7 – Need total costs listed in 2nd table. **Motion – to receive the Trio Administrative Program Review/MSK/L.Hall/Nery**

- vii. **Upward Bound, Riverside College only** – Alejandro Torres

Comments: Page 2 – Requesting two student workers for 2009-2010 which needs to be supported in the appropriate table. **Motion – to receive the Upward Bound Administrative Program Review MSK/L.Hall/Elizalde**

- viii. **Tutorial Services, Riverside Campus** - Deborah Barrozo

Comments: Page 2 – Under “Strengths and Accomplishments” committee suggested changing “we” to the third person for consistency in the narrative. Page 7 – They need the appropriate table to support their request for an administrator. No comments for Norco and Moreno Valley campuses. **Motion – to receive Tutorial Services Administrative Program Reviews/MSK/Kennedy/L.Hall**

Next Meeting:

**Thursday, November 20, 2008
Possibly from 1:00 – 4:00
District Office, 3rd Floor**

PROGRAM REVIEW COMMITTEE
November 20, 2008 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Lewis
Kennedy, Stephen

Moreno Valley

Loomis, Rebecca

Norco

Elizalde, Andres
Gray, Alexis
Nery, Annabelle
Thomas, Jim

RCCD

Members Absent:

Riverside

Acharya, Surekha
Hall, Barbara
McKee-Leone, Virginia
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Beckstrom, Doug
Bufalino, Patricia
Dumer, Olga

Norco

Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron
Green, Monica
Kauffman, Kristina

Guests: Kathy Farris, Physical Education; Ed Bush, Student Services

1. Approval of October 30, 2008 Minutes/MS/L.Hall/Kennedy

2. Administrative Issues

a. Revisions of the District Administrative Unit Program Review document

The District's Mission Statement is stated in item #2 on the 1st page and a check box was created on page 2. The forms have been placed at the beginning of the document and the explanations in the back. This document will be submitted to the Academic Senate on December 4th.

**Motion – to approve the District Administrative Unit Program Review Document
MSC/Gray/L.Hall**

b. Workshop for District Program Review on December 4th @ 3:30 p.m.

Location: District Office, Third Floor, #319

c. Balance of Administrative Unit Program Review Documents to be Reviewed

Kristina, Jim and Max will review these documents internally and give immediate feedback. Jim will call a meeting in January or February and will bring in more administrators to review these documents at that time.

d. Other Issues

The committee recommended that the December 18th meeting be moved to December 11th. We will have five areas of Student Services to review plus one or two of the comprehensive reviews.

3. Program Review Submittals - Comprehensive Instructional Program Reviews

Physical Education – Kathy Farris gave an overview

Comments: Received an assessment rating of 5 from DAC. Page 2 - under "History" eliminate one of the #1's. Page 8 – under "Programs and Curriculum" it would be helpful to have a listing of the various grouping of classes. Page 11 – under "Summary Analysis of Data" results are not given for Fall 2006. Page 27 – change letter "J" to the letter "I". Need to outline the certificate patterns.

Motion – to receive the Physical Education Comprehensive Program Review/MS/L.Hall/Kennedy

Life Sciences – Scott Herrick & Rebecca Loomis

Comments: Received an assessment rating of 4 from DAC. Page 4 – bottom of page, clarify "Phase 3" of what? The issue of inaccurate data needs to be addressed. Bottom of Page 10 – the

lack of planning for additional lab space for Moreno Valley is appalling. Personal names to be removed and replaced with department names. Page 13 – reword 2nd sentence in 3rd paragraph.
Motion – to receive the Life Sciences Comprehensive Program Review/MS/Elizalde/L.Hall

Students Service Program Reviews

Health Services – Renee Kimberling

Comments: Riverside Campus - The appropriate charts are not included to support their need for staff, faculty, facilities or equipment for the Riverside Campus (Ed Bush stated they don't have any needs). Page 3 – Under “Responsible Personnel” names need to be eliminated.

Norco – Page 13 – Percentages need to be corrected. (Percentage column will be eliminated on future template). Page 14 – Need to include reasons for items requested under the Equipment and Facilities charts. Personal names needs to be removed from documents. Need to check with someone from the District for an approximate cost on Facility Needs for 2008-09.

Moreno Valley – Need to include charts on Staffing, Equipment and Facilities Needs if they have requests. Page 21 – Percentages need to be corrected.

Motion – to receive Health Services Program Review/MS/L.Hall/Kennedy

Outreach - Cindy Taylor

Comments: Riverside Campus – Page 2 under “Areas of Concern” reword last sentence in 1st bullet. Page 3 – Add “This is a substantial chart of our workforce and the budget doesn't reflect the increase”. The “Facilities Needs” chart is missing.

Norco – Page 10 – under “Strengths and Accomplishments” need more specificity in the increases and decreases in numbers.

Moreno Valley – Need chart on “Staffing Needs,” if any. Page 17 – In 2nd paragraph spell out “AOC”. Page 18 – Complete responses that reflect what the need is.

Motion – to receive Outreach Program Review/MS/Gray/Elizalde

Student Activities – Deborah Hall

Comments: Riverside Campus – Page 2 – Need numbers to substantiate what they are saying in the “Strengths and Accomplishments” narrative. Need to include annual costs for staff positions which Human Resources can supply.

Norco – Page 11 – Need to include reasons under the “Staffing Needs” chart and the “Facilities Needs” chart. Be consistent with font type and size throughout document.

Moreno Valley – Need to include the “Facilities Needs” chart for any requests needed.

Motion – to receive the Student Activities Program Review/MS/Gray/Edlizalde

Disabled Student Programs & Services – Paula McCroskey

Comments: Riverside Campus – Page 2 – move bullets to the left. Jim would like to bring back the history section of the Program Review document. There are no charts for some of the requests.

Page 5 – remove the second 1) from the second paragraph and change font for consistency. Remove names under “responsible personnel” and replace with titles.

Norco – Page 8 – Under the last “Objective” replace the word “increase” to “identify” to reflect what they are really asking for. Page 11 – Readjust the key box on the graph under “SAO Data Analysis & Recommendations.” Facilities Needs chart is missing. Page 14 – Percentages need to be corrected.

Moreno Valley – Need to include reasons and costs on “Staffing Needs” and “Facilities Needs” charts. Chairs are needed for students but this is reflected in their “Facilities Needs” chart. Need to include total costs on their “Staffing Needs” and “Facilities Needs” charts.

Motion – to receive the Disabled Student Programs & Services Program Review MS/L.Hall/Chenoweth

Student Financial Services – Eugenia Vincent

Comments: Riverside Campus – Page 3 – Under the new process, the Strengths and Accomplishments section will ask faculty to list their top ten strengths and accomplishments. Page 3 – use the complete web address for all monstertrak.com references (www.monstertrak.com) for ease of reading. Page 3 – use periods at the end of all sentences. Page 3 - Item #16 – clarify what the accomplishment is. Page 4 – Under “Areas of Concern/Need” use complete sentences for

consistency capitalize "Americorps". Page 7 – Under "Actual Outcomes, remove the apostrophe from the word "Area's". Page 8 – Include totals under the "Anticipated Needs" column. On Page 9 and 11 include total costs on the charts. Page 9 – Need to add reasons and costs for employees to the "Staffing Position" chart. Page 11 – Total costs of the request need to be added. Page 9 – need to add reasons to "Staff Position" chart.

Norco – Page 14 – correct grammar in the "Summary". Page 15 – Under Strengths and Accomplishments #1, change "Tiger's Den" to the "Corral". Page 21 – need to include total cost of request on the "Facilities Needs" chart. The survey mentioned in the Data section can be referenced as "See Appendix" for the attached survey. Page 20 – percentages need to be corrected.

Moreno Valley – Page 25 – correct grammar in the "Summary". Page 26 – use complete sentences under "Strengths and Accomplishments" for consistency. Use bullets in place of letters. Page 27 – be consistent with font used throughout the document. Page 32 – List reasons on the "Staffing Needs" chart. Page 33 – Need total cost of request on the "Facilities Needs" chart.

Motion – to receive Student Financial Services Program Review/MSCL.Hall/Gray

Next Meeting (changed from December 18th):

**Thursday, December 11, 2008
2:00 – 4:00
District Office, 3rd Floor, #307**

PROGRAM REVIEW COMMITTEE
December 11, 2008 2:00 –4:00 p.m.
MINUTES

Members Present:

Riverside

Chenoweth, Rita
Daddona-Moya, Michelle
Hall, Lewis
Kennedy, Stephen

Moreno Valley

Norco

Gray, Alexis
Nery, Annabelle
Thomas, Jim

RCCD

Kauffman, Kristina

Members Absent:

Riverside

Acharya, Surekha
Hall, Barbara
McKee-Leone, Virginia
Schwerdtfeger, Patrick
Vito, Ron

Moreno Valley

Beckstrom, Doug
Bufalino, Patricia
Dumer, Olga
Loomis, Rebecca

Norco

Elizalde, Andres
Rey, Jason
Tschetter, Sheryl

RCCD

Brown, Aaron
Green, Monica

Guests: Richard Mahon

1. Approval of November 20, 2008 Minutes/MS/L.Hall/Gray

2. Administrative Issues

a. Feedback on Workshop for District Unit Program Review on December 4th

This was the fifth and final component of the program review process for the entire college district. There will be an additional training held on December 18th. There will be a meeting of all the administrators on January 29, 2009 with a due date of February 9, 2009 for the program reviews.

b. Balance of Administrative Unit Program Review Documents to be Reviewed by Staff

The committee will take a look at these documents in January 2009. There is urgency to process the last nine or so comprehensive instructional program reviews in Spring 2009.

c. Plans for Student Services and College Administrative Unit Program Reviews for Next Year

Jim suggested that each college establish a committee so they could review their own administrative unit and student services program review documents. The advantage would be expanding the committee to include people in some of the student services and administrative unit areas. Kristina to send an email to appropriate administrators on all three campuses listing which instructional program reviews are still due.

d. Other: Review of the Annual Program Review Template

Comments: Remove the last two columns on page 6 from the "Faculty & Staff Employed in the Unit" table. A new table for "Technology Needs Not Covered by Current Budget" was inserted on page 9 with percentages eliminated. The revised template will be sent out in Winter 2009. The data will be uploaded to the website with a password.

For the spring semester Jim would prefer to keep the meetings on Thursday afternoons. Richard Mahon stated that the Academic Senate would like to see DAC and Program Review committee meetings be moved to Fridays starting Fall 2009. Further discussion will take place in Spring 2009.

3. Program Review Submittals

Student Services Program Review

a. **College Safety & Police** – Hank Rosenfeld

Comments: Why do we have a six month old document? Page 1 – type face problem. Page 2 – Under Objective #3 reword "This objective addresses Goal #9" to say "Student Support Services Goal #3". Page 2 – Identify the acronyms "CSO" and "POST". Page 6 – Why are they not involved in Strategic Planning? Page 7 – Eliminate extra space between #2 and #3.

Immediate Concerns: The committee has expressed concerns regarding the posting of this program review due to the sensitivity and relative importance of the recommendations for the safety of our faculty, staff, and students. Kristina emailed the program review to the new Chief of

Police, James Miyashiro, for his review and he responded by asking to meet with Kristina concerning this document.

Motion – to receive Campus Safety and Police program review and forward to the Executive Cabinet for review and feedback before further distribution/MS/L.Hall/Gray

b. **Food Services – Norco Campus**

Comments: Page 1 – What is the “Quid” and the reference to a clock tower? Delete Riverside and Moreno Valley campus references. Page 3 – There are no tables for Equipment and Facilities referenced in an earlier section. Who prepared this document?

Andres Elizalde’s comments by e-mail: Page 1 - Add to the Philosophy Statement: “The Food Service department is committed to provide....”. Page 2 - Provide equipment request information for cash register, label maker, condiment bar, etc.

Moreno Valley - Mary Black

Comments: Page 4- Add tables for needs requested. Reference to Lion’s Den and Tiger’s Den needs to be clarified.

Andres Elizalde’s comments: Page 4 - Add to the Philosophy Statement: “The Food Service department is committed to provide....”. Page 5 - Provide equipment request information for cash register, label maker, condiment bar, etc.

Motion – to receive Food Services program reviews for Norco and Moreno Valley MSC/Gray/Chenoweth

c. **Title V – Moreno Valley –Maureen Chavez**

Title V – Norco Campus – Gabriela Gamiz

Comments: This Title V grant is a Co-op between Norco, Moreno Valley and UCR which focuses on Math and ESL, so there shouldn’t be a reference to Reading or English which is a reference to the old Title V grant. Page 2 – Spell out references to TV (Title V). Identify the acronyms for YOC, P20, and MOU. Need to revise the reference to these acronyms since they refer to the old Title V grant. There should have been two Title V program reviews: one for the Title V Co-op and one for the old Title V Grant. Add a table for Staff and Faculty which are requested in the document.

Andre Elizalde’s comments: Page 2 – Fill out request for staff position (Outcomes Assessment Specialist). Page 2 – Fill out request for equipment (upgraded computers)

Riverside - is included under the Academic Affairs Program Review

Motion – to receive Title V program reviews for Moreno Valley and Norco MSC/L.Hall/Kennedy

d. **Office of the Dean of Students – Norco Campus - Don Low**

Comments: Page 3 – percentages are incorrect. Need to insert a table for Staffing Needs at the end. Need to list a reason for the computer under the Equipment Table.

Motion – to receive the Office of the Dean of Students program review for Norco MSC/L.Hall/Chenoweth

Riverside – Monica Delgadillo, L. Delgadillo, S. Mitchell and R. Faircloth

Comments: Page 3 and 4 – leave titles but remove the actual names. Need to include total costs on all of the tables. Page 7 & 8 (**Andres Elizalde’s comments**) – Missing information on Staff Positions and Equipment tables. Page 8 – need to include costs on Equipment table and reasons for requests on #3, #4 and #5.

Moreno Valley Campus – Daria Burnett

Comments: Page 7 – There’s no table for “Marketing and Outreach Needs”. Mark N/A if there are no needs. Page 9 – Total Cost of Request on first table should be \$500. Page 9 – Need total costs on the second table for Facility Needs and the table needs to be identified.

Motion – to receive Office of the Dean of Students program reviews for Moreno Valley and Riverside MSC/L.Hall/Kennedy

e. **Matriculation – Norco Campus – Maria Maness**

Comments: Page 10 – What is the concern for “Early Alert?” Page 11 – Add an introduction to the table for clarification. Page 13 – Add reasons to Equipment table for #2, #3 and #4 requests. Add cost of request #4 and state how many chairs are needed. Check costs for all items.

Andres Elizalde’s comments: Page 13 & 14 – Missing cost of facility request and

miscellaneous needs for travel budget. Page 14 – Add a reason to Table, Request #2. Need to contact Matriculation office for categorical funding numbers.

Moreno Valley - Carmen Reaza

Comments: Add tables at the end for Staffing Needs requested. Page 16 – Table under Accomplishments Processed, need to say out of how many and a description as to why they consider this table an accomplishment? Page 22 – need total cost of office space on Facilities Table. Page 22 (**Andres Elizalde's comments**) – Missing Facility needs request.

**Motion – to receive Matriculation program reviews for Norco and Moreno Valley
MSC/L.Hall/Kennedy**

Next meeting - will be optional for faculty and will be announced in January 2009. Jim will try and add a couple more administrators to the committee.