Program Review Committee
Minutes
Sept 9, 2008

Present: Marianne Robins, Tim Wilson, Ray Rosentrater, Andrew Mullen, Bill Wright,
John Blondell, Dave Marten, Warren Rogers and Barb Kennedy

Marianne opened the meeting with a reading of James, Chapter 1:17-25. She encouraged
the Committee to see our task as a gift from God. We should pray for graciousness,
patience, be slow to anger and take courage and assurance that what we are doing is a
good thing.

The Agenda contains the revised Faculty Handbook changes which were voted in at the
final Faculty Meeting last spring.

There are three primary tasks which the Committee will work on this year
A. Work collectively and individually with departments on their assessment
efforts
B. Work collectively on the first 3 Program Reviews (Chemistry, Math and
Advising and Disability Services). We will review the information gathered
using the new template and assess how effective our guidance has been.
C. Consider how we can do assessment institution-wide? Are we getting useful
and helpful information from our surveys? Can the GE provide some
assessment in this area?

Marianne reminded the group that the last WASC visit identified 4 areas of concern:
1. Weakness in Institutional Strategic Planning
2. Improvement needed in Assessment and Program Review- lack of consistency
   in reporting and variability of assessment and depth
3. Sustained leadership
4. Defining and implementing diversity programs

One issue which remains problematic is revision of the 6 Learning Standards. Because
there is a group working on revising the College’s Mission Statement, it might be
prudent to wait for that to be completed. We do need to develop a strategy for doing
institutional program review.

The initial tasks of the committee will be to share the burden of reading
departmental assessment reports and responding to the departments. The
Committee agreed that each report should be read by at least one committee members as
well as Marianne. She has assigned several committee members to departments who are
doing well with assessment. All committee members should read the 3 Program Review
reports. Reports will be posted on-line. It was suggested that we use Eureka for
posting some of the more sensitive documents like responses to departments and the
stipend/course reduction proposals which were approved in the spring. Additionally,
Marianne would like the Committee to complete a chart of the Academic Areas, GE and
Non-Academic Departments which would give us a sort of snap-shot of key assessment indicators (learning outcomes, published location, indicators etc.). Bill Wright noted that this table might be put on-line with hyperlinks to the data and locations when we have WASC visits.

Ray distributed the 2008 GE Annual Assessment Report and asked the Committee to review the Learning Outcomes included in the report. He would also like feedback on the tone and how it was communicated. Tim Wilson suggested that we could possibly measure Christian commitment/engagement. Classes which are categorized under Serving Society/Enacting Justice might also fit under the global outcomes. Do we have evidence that students are changed by the mission of the college and that Christian education is transformative? How do issues of character get folded into the Christian Learning Outcomes and doesn’t that make Westmont different? Ray asked that everyone read the full report and give him feedback on its coherence and readability.

Marianne will make up a schedule of who will be reading the reports and she will bring the template for Program Review’s spring stipend/course release.

Submitted by,

Barb Kennedy

Revised 10/3/08