1. **Members Present**: Deb Parziale, Rachel Sherman, Dave Topham and Debbie Trigg

2. **October 11, 2010 Minutes** approved (moved R.Sherman; seconded D.Topham)

3. **Welcomed New Member**: Debbie Trigg – Director Campus Activities and Extended Opportunity Programs and Services, Student Services Rep

4. **Report from Curriculum Committee – Rachel Sherman**
   - Screening assessment results shared. Improvements made as a result of this assessment: Curriculum Committee will now require that all originators or a proxy be present at screening meetings for discussion of the proposal and clarification of questions. The initial screeners will follow-up to be sure required revisions are completed prior to the vote for final course approval by committee members.
   - Discussions on how to close the loop in course assessment will continue at the next meeting.

5. **Discussion on how program review is progressing in all areas: Instructional, Student Services, Administrative Services.**
   - Debbie Trigg reported that historically the Student Services (SS) tried to fit in with the Instructional program review model. Now the model has broadened to better fit SS needs. In 2004, under the direction of Lisa Waits, VP SS, five Student Services curriculum areas were identified and defined: Respect, Responsibility, Integrity, Leadership and Purpose. Now SLOs must relate to these 5 curricular areas. Deb Parziale is working with Student Services Deans/Directors to create a rubric for each of these areas to use as one method to assess these attributes. Traditionally SS has used more qualitative assessment and now is discussing how to use some quantitative assessments as well. Debbie has completed 6 reviews within CurricUNET and her reviews serve as models for the rest of the department.
   - Both Student Services and Instructional personal reported they are continuing to work on clarifying the difference between SLOs, Student Achievements, Program Achievements, and PIOs. Discussion included how to distinguish the difference.
   - Administrative program review deferred until someone is available from that area.

6. **Chair’s Report**
   - The Chabot College researcher regularly provides assessment data for courses as well as programs. Mike Bowman is now providing assessment data for courses. Contact Mike if you would like course assessment information.
   - Deb Parziale’s attended the Dean’s meeting, October 27, 2010 to discuss the program review schedule and provide examples/resources. Dr Wright asked all Deans and Directors to have faculty and staff complete their first program reviews within the CurricUNET module during this academic year.
   - **Report on GE Committee assessment discussions.**
     - Committee decided not to develop rubrics for each area or to use the GE Matrices developed by Jon Degallier.
   - Program Review Schedule in located on the Program and Services review web site.