



**Mission**

San Diego Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

## Program Review Committee Agenda

9/23/2016 1:00 PM | ECC room 132

**Meeting called by:** Michelle Fischthal  
Marne Foster

**Attendees:** Kate Alder, Gwen Chamberlain, Antoinette Griffin, Leah Gualtieri, Magdalena Kwiatkowski, Jessica Luedtke, Star Rivera-Lacey, Jackie Sabanos, Leroy Williams

**Agenda Items:**

- Introductions 5 minutes
- Timeline 5 minutes
- Review comments on Procedural Manual 35 minutes
- Review comments on letter 5 minutes
- Review comments on rubric 10 minutes
- Review and vote on a recommendation to move forward a letter of interest seeking support through IEPI. This is a letter requesting assistance with institutional effectiveness, including a large component on Program Review –here’s some additional info: 10 minutes
  - a. The team visits each institution that has submitted an LOI at least three times, for initial clarification of issues, development of strategies and timelines, and follow up. Additional follow up visits are available as needed.
  - b. Team members are drawn from a pool of experts nominated through or appointed by statewide professional organizations, the Chancellor's Office, and others. Team composition for each institution is approved by the applicable CEO and CCCCCO.
  - c. Team members receive travel reimbursement, and stipends if they are able to receive them based on their employer's policy and/or agreements.
  - d. Grants of up to \$150,000 in seed money are available to institutions that receive team visits, to accelerate implementation of improvement plans, called Innovation and Effectiveness Plans. Grants will be available while funds are available.
  - e. Selection of institutions to receive PRT visits considers institutional need.
  - f. Colleges, districts, or centers may submit LOIs, and may receive PRT visits and request seed-money grants.
- Discuss regularly scheduled meetings and next steps 10 minutes