

<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p>Monday, September 17, 2018 L-201 Time – 3pm – 4:30pm</p>
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Type of Meeting: *Regular*

Note Taker: Stacey Adams

Committee Members:

- Stacey Adams, Faculty Co-Chair
- Dr. Meeta Goel, Co-Chair
- Dr. Glenn Haller, Outcomes Committee Chair
- Dr. Svetlana Deplazes, Research Analyst
- Reina Burgos, Faculty Representative
- Kathy Osburn, Faculty Representative
- Richard Fleishman, Faculty Representative
- Dr. Gary Heaton-Smith, Faculty Representative
- VACANT, Classified Representative
- Dr. Les Uhazy, Academic Affairs
- Ann Steinberg, Student Services

Present: Stacey, Meeta, Kathy, Svetlana, Gary, Glenn, Les

Absent: Reina, Rich, Ann

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Meeta and Stacey both agree that we need to further streamline and simplify the PR process and reports. Stacey explained that some 2017-2018 program review reports are still not completed, but close.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Approval of Meeting Minutes -5/7/18	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> approved unanimously
IV. Committee Acceptance of 2017-2018 Program Review Reports: a. Comprehensive Reports: i. CTE ii. EOPS iii. HSS iv. S&BS v. STAR b. Annual Updates Reports: i. Enrollment Services ii. Executive Council & Library iii. MSE	<i>Stacey</i>	<u>Issues Discussed:</u> These reports have been peer reviewed and accepted by the committee, many of them with comments / feedback. <u>Action Taken:</u> <u>Follow Up Items:</u> HSS, Executive Council & Library, and R&L programs reviews are still being worked on and/or in the Peer Review process.

<ul style="list-style-type: none"> iv. Palmdale Center & Extended Services v. Counseling vi. R&L vii. A&H viii. CalWorks ix. Corp & Community Services x. OSD xi. Student Life 		
<p>V. All College Planning Retreat: September 28, 2018 7:30am – 11:30am</p>	<p><i>Meeta</i></p>	<p><u>Issues Discussed:</u> Meeta explained the concept of the planning retreat and encouraged everyone to attend and to invite faculty and staff from their areas to come. Stacey will be speaking on behalf of the Program Review Committee, Glenn will speak on behalf of the Outcome Committee and Diana will be there to talk about the connection to budget.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>VI. Review of Committee Goals 2017-2018</p> <ul style="list-style-type: none"> a. Work toward better alignment of resource requests with Budget Committee b. Streamlining / simplifying templates c. Consider the use of e-Lumen for the Program Review process d. Clarify the purpose of Program Review to the campus community 	<p><i>Stacey</i></p>	<p><u>Issues Discussed:</u> Progress was made on these goals, but none of them are complete. It was recommended that we carry these goals over to the current year.</p> <p><u>Action Taken:</u></p> <p><u>Follow Up Items:</u></p>
<p>VII. Set Program Review Committee Goals 2018-2019</p>	<p><i>Stacey</i></p>	<p><u>Issues Discussed:</u></p> <ul style="list-style-type: none"> a. Work toward better alignment of resource requests with Budget Committee b. Streamlining / simplifying Program Review report templates c. Consider the use of e-Lumen for the Program Review process d. Work toward moving beyond a culture of compliance toward a culture of utilizing Program Review in the planning and budgeting process. <p><u>Action Taken:</u></p>



		Follow Up Items:
VIII. PR Template Revision	<i>Stacey / Meeta</i>	<p>Issues Discussed: We will be looking to make revisions to the Program Review report templates, comprehensive & annual updates, for instructional and non-instructional areas. The goal is to simplify and streamline. All committee members are encouraged to look at what other colleges are using and bring ideas to the next meeting.</p> <p>Action Taken:</p> <p>Follow Up Items: Committee members should bring ideas and suggestions to the next committee meeting.</p>
IX. NEXT MEETING DATE:		<p>Future Meeting Dates: <i>Fall 2018: 9/17/18, 10/1/18, 10/15/18, 11/5/18, 11/19/18, 12/3/18</i> <i>Spring 2019: 2/4/19, 3/4/19, 3/18/19, 4/1/19, 4/15/19, 5/6/19, 5/20/19</i></p>