Program Review Committee Meeting Minutes	Monday, April 5, 2021 via ZOOM 991 5688 4024 https://cccconfer.zoom.us/j/99156884024 Time – 3pm – 4:30pm

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
Vanessa Escobar, Research Analyst
Reina Burgos, Counseling Division Representative
Richard Fleishman, CTE Division Representative
Dr. Gary Heaton-Smith, A&H Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
VACANT, MSE Division Representative
Ronda Nogales, R&L Division Representative
Wendy Stout, HSS Division Representative
Van Rider, Library Division Representative
VACANT, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Christos Valiotis, Academic Dean, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Wendy, Cynthia, Reina, Vanessa, Christos, Meeta, LaDonna, Glenn, Rich
Absent: Gary, Van, Ronda
Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** none, Meeta will share accreditation timeline next meeting
II. Open Comments from the Public		**Issues Discussed:** none
III. Action Item: Approval of Meeting Minutes -3/15/2021	*Stacey*	**Issues Discussed:** **Action Taken:** approved, 1 abstention
IV. Discussion Item: Action Plans -develop process / forms -support and tutorials to be used in Aug/Sep 2021	*Stacey*	**Issues Discussed:** Cynthia shared her idea regarding COAs and POAs. Stacey shared Gary's spreadsheet for Action Plans which received positive feedback. It was suggested to add rows to each course to create space for multiple SLOs. PLOs could be at the bottom of each discipline. All disciplines/courses in a Dept could be on one sheet, then the sheet could be copied to a new tab to create additional years, creating a database with history of outcomes and action plans

		for the department. Rich suggested terminology Program Resources, External Resources (rather than Intra and Inter). **Follow Up Items:** -Questions for eLumen Implemetation Team: can Outcomes div reps and Program Review div reps have access to Outcomes data for the purpose of action plans? When will PLOs be entered to eLumen and SLO/PLO/ILO mapping be completed? Christos is going to discuss with James & Jonathan. -Stacey will put together a draft spreadsheet based on Gary's but also other suggestions including Cynthia and Rich's terminology and send it out to the committee before next meeting to get feedback.
V. Information Item: What's Ahead This Year	*Stacey*	SPRING: • Transfer the responsibility of Action Plans to the PR Committee and develop forms, support and tutorials to be used in Aug/Sep 2021 • Consider adjustments needed to program review data • Work on improving program review/planning and budgeting alignment • Update PR Handbook based on the items above SUMMER: • Update Program Review report template for 2020-2021 • Update PR Training in Canvas ✓ Receive Program Review reports due 11/15 ✓ Form peer review teams, do peer review, provide feedback on reports ✓ Discuss Comprehensive v Annual Update, what that means and if we should change it
VI. **NEXT MEETING DATES:**		**Future Meeting Dates:** *Fall 2020:* ~~8/31*, 9/21, 10/5, 10/19, 11/2, 11/16~~ *Spring 2021:* ~~2/1, 3/1, 3/15, 4/5~~, 4/19, 5/3

Program Review Goals for 2020-2021

1) Work toward better alignment of resource requests with the Budget Committee.
2) Strengthen connections between success, retention and equity data trends, and actual actions taken.
3) Work on moving beyond a culture of compliance toward a culture of utilizing Action Plans for Program Review in the strategic planning and budgeting process.