



Program Review Committee Meeting Minutes

Monday, October 4, 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. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative
- Vanessa Escobar, Research Analyst
- Dr. Glenn Haller, Kinesiology & Athletics Division Representative
- Reina Burgos, Counseling Division Representative
- VACANT, CTE Division Representative
- Richard Fleishman, S&BS Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- Sawsan Farrukh, R&L Division Representative
- Wendy Stout, HSS Division Representative
- Van Rider, Library Division Representative
- Megan Owens, Faculty at Large Representative
- LaDonna Trimble, Student Services
- VACANT, Classified Representative
- Christos Valiotis, Academic Dean, Academic Affairs
- VACANT, ASO Representative

Present: Stacey, Megan, Rich, Joshua, Wendy, Vanessa, Reina, Sawsan, LaDonna, Christos, Van, Svetlana, Glenn, Meeta

Absent: Cynthia

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey welcomed the new R&L division rep, Sawsan.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -9/20/2021	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Approved unanimously <u>Follow Up Items:</u> Stacey to post to webpage
IV. Discussion Item: Planning Retreat	<i>Meeta</i>	<u>Issues Discussed:</u> Meeta shared briefly about the planning retreat <u>Follow Up Items:</u>

V. Discussion Item: Outcomes Analysis Status / Help	Stacey	<p>Issues Discussed: Division reps shared status of their divisions</p> <p>Follow Up Items: Stacey will follow up with CTE division and put Megan (faculty at-large rep) in touch to offer assistance.</p>
VI. Discussion Item: eLumen	Svetlana	<p>Issues Discussed: Lengthy conversation about what eLumen can and can't do in terms of "outcomes analysis" / strategic initiatives / action plans.</p> <p>Follow Up Items: Further information needed</p>
VII. Discussion Item: Resource Form	Svetlana	<p>Issues Discussed: Svetlana shared a Survey Monkey resource request form, that would be filled out after completing Program Review Part 4. Committee made suggestions and changes and agreed that this would help organize resource requests and all the Budget Committee access to this information for their decision-making process.</p> <p>Follow Up Items: Svetlana to make a few adjustments to the questionnaire in Survey Monkey, then Stacey to update the Program Review template form to include link, then post new form on PR webpage and PR training in Canvas.</p>
VIII. Discussion Item: Program Review Reports & Support	Stacey	<p>Issues Discussed: tabled until next meeting due to time</p> <p>Follow Up Items:</p>
IX. Information Item: What's Ahead This Year	Stacey	<p><u>FALL:</u></p> <ul style="list-style-type: none"> ● Provide Program Review Training throughout campus as needed. ● Division Reps will provide support in the Program Review process to their divisions. ● Receive Program Review reports due 11/15 ● Form peer review teams, begin working on Peer Review reports <p><u>SPRING:</u></p> <ul style="list-style-type: none"> ● Complete Peer Reviews of Program Review reports, provide feedback to each program. ● Consider changes needed to Program Review. <p>-----</p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide Outcomes Analysis training for Department Chairs and other faculty as needed
X. NEXT MEETING DATES:		<p>Future Meeting Dates:</p> <p>Fall 2021: 8/30*, 9/20, 10/4, 10/18, 11/1, 11/15</p> <p>Spring 2022:</p>



Program Review Goals for 2021-2022

- 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) Utilize Program Review for continuous improvement.
- 4) Improve communication about Program Review with the campus community.