



Program Review Committee Meeting Minutes

Monday, March 20, 2023
 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. Svetlana Deplazes, eLumen Data Steward
- Cindy Vargas, Athletics & Kinesiology Division Representative
- Reina Burgos, Counseling Division Representative
- Samuel Padilla, CTE Division Representative
- Richard Fleishman, S&BS Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- Ronda Nogales (Karen Heinzman), Language & Comm Arts Division Representative
- Wendy Stout, HSS Division Representative
- VACANT, 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, Rich, Gary, Meeta, Megan, Reina, Vanessa, Wendy, Cynthia, Svetlana, Vanessa

Absent: Cindy, Christos, Joshua, Samuel, Ronda/Karen

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> none
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -2/6/2023	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> approved unanimously <u>Follow Up Items:</u> Stacey to post to PR webpage
IV. Planning Update	<i>Meeta</i>	<u>Issues Discussed:</u> Meeta explained that planning may have felt somewhat stalled. We have new initiatives that are adding to the complexity. Meeta shared the Educational Service Plan Goals

		<p>(SERVES). She also shared about Achieving the Dream. The new ESP Goals fold in VFS, Achieving the Dream, Caring Campus, Guided Pathways, etc.</p> <p>Follow Up Items: Meeta to share more at next meeting, Svetlana may have some data for next time</p>
V. Program Review Reports & Peer Review Status	Stacey	<p>Issues Discussed: Thank you to everyone for getting their assigned peer reviews done and submitted via Canvas.</p> <p>Follow Up Items: Two more reports should be ready for Peer Review soon (CTE & MSE).</p>
VI. eLumen Strategic Initiative Template and Program Review	Svetlana	<p>Issues Discussed: Svetlana shared about progress with pulling Strategic Initiative reports from eLumen. Svetlana looked at some other colleges and some of it looked promising.</p> <p>Follow Up Items: more to follow at future meetings</p>
<p>VII. Discussion: Program Review Changes:</p> <p>a. What revisions to the PR template should we consider?</p> <p>b. Should we have separate Academic & Operational templates?</p> <p>c. Should we move Program Review into eLumen?</p>	Stacey	<p>Issues Discussed: A lengthy review and discussion of PR Template, worked collectively on DRAFT of next PR template</p> <p>B. On hold for more input from Operational areas</p> <p>C. On hold, looking at Fall 2024 timeline target.</p> <p>Follow Up Items:</p> <p>A. To be continued at next meeting. Please review the draft and bring your ideas to the next meeting.</p> <p>B. Hoping to have more input from Operational areas at 4/3/23 meeting</p> <p>C. eLumen – more to follow, considering Fall 2024 timeline target</p>
VIII. Information Item: What's Ahead This Year		<p>FALL:</p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide CIP instructions & training, due 9/30 ✓ Update and provide Program Review Training ✓ Division Reps will provide support in the Program Review process to their divisions. ✓ Receive Program Review reports due 11/15 ✓ Define the peer review process <p>SPRING:</p> <ul style="list-style-type: none"> ▪ Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports. ▪ Complete Peer Reviews of Program Review reports, provide feedback to each program. ▪ Consider changes needed to Program Review process, forms, committee, etc.

		<ul style="list-style-type: none"> ○ What revisions to the PR template should we consider? ○ Should we have separate Academic & Operational templates? ○ Should we move Program Review into eLumen? ○ What changes are needed for the Peer Review process & form?
<p>IX. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: 1/16/23 (MLK Day, no meeting) 1/30/23* 5th Monday, Peer Review Work Session 2/6/23 2/20/23 (President's Day, no meeting) 3/6/23 (Spring Break, no meeting) 3/20/23 4/3/23 4/17/23 5/1/23</p>

Program Review Goals for 2022-2023

- 1) Work toward better alignment of resource requests with the Budget Committee.
- 2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
- 3) Improve communication about Program Review with the campus community.