



# Program Review Committee Meeting Minutes

Monday, March 2, 2020  
L-201  
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
- Dr. Svetlana Deplazes, Director of IR
- Reina Burgos, Counseling Division Representative
- Kathy Osburn, CTE Division Representative
- Dr. Gary Heaton-Smith, A&H Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- VACANT, MSE Division Representative
- VACANT, R&L Division Representative
- VACANT, HSS Division Representative
- VACANT, Library Division Representative
- Richard Fleishman, Faculty at Large Representative
- LaDonna Trimble, Student Services
- VACANT, Classified Representative
- VACANT Academic Dean, Academic Affairs
- VACANT, ASO Representative

*Present: Stacey, Glenn, Gary, Kathy, Svetlana, Rich, LaDonna*

*Absent: Meeta, Cynthia, Reina*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey has helped at several Division Program Review workshops recently and continues to see a common trend that many faculty did not write Action Plans in Fall 2019 and are therefore having difficulty figuring out what to write in Part 2C. We will discuss Action Plans further in Agenda Item IV.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> none
III. Approval of Meeting Minutes -2/3/2020	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Approved, 1 abstention <b><u>Action Taken:</u></b>
IV. "Action Plans"	<i>Glenn / Stacey</i>	<b><u>Issues Discussed:</u></b> Glenn explained the potential changes happening in the Outcomes Committee and the idea that Action Plans could be shifted to Program Review Committee. We discussed the capacity / incapacity of eLumen to help with "action plans" and the need to rename action plans to something else. <b><u>Action Taken:</u></b>

		<p><b>Follow Up Items:</b> To be discussed further once the Senate considers the Outcomes Committee proposal. The Program Review mission may need to be revised to include Action Plans... or maybe "Outcomes Plans." Need to have a better form, maybe a Google Doc, and an established place to store the Action Plans. Consider an Opening Day Training.</p>
V. Due Date of Program Review	Meeta / Stacey	<p><b>Issues Discussed:</b> Please ask your constituents how they feel about writing PR in the fall with a due date in Oct/Nov. Would this cause issues in the availability of data for non-academic areas?</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b> To be further discussed. Stacey will bring to Academic Senate for feedback.</p>
VI. Committee Member Responsibilities / PR Checklist	Stacey	<p><b>Issues Discussed:</b> Discussed, made revisions</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b> Will use to help train new members in two weeks in conjunction with PR Training in Canvas. We need to formalize the role / duties of committee members.</p>
VII. PR Peer Review Form	Stacey	<p><b>Issues Discussed:</b> Tabled until next meeting</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
VIII. Budget Committee Update	Rich	<p><b>Issues Discussed:</b> Meeting cancelled, next March 25<sup>th</sup></p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
IX. NEXT MEETING DATE:		<p><b>Future Meeting Dates:</b>  Fall 2019: 9/16, 10/7, 10/21, 11/4, 11/18, 12/2  Spring 2020: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18</p>