



Program Review Committee Meeting Minutes

Monday, March 1, 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, Christos, Vanessa, Gary, Reina, LaDonna, Meeta, Ronda, Wendy, Glenn, Rich, Van
Absent: Cynthia
Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Meeta – commented briefly about the AVC Strategic Plan progress report and will share info next meeting. We should see connections between Program Review goals and the Strategic Plan.
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Action Item: Approval of Meeting Minutes -2/1/2021	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Approved unanimously
IV. Discussion Item: Peer Review Status	<i>Stacey</i>	<u>Issues Discussed:</u> Our goal was to have Peer Review completed by the end of February. We are slightly behind, maybe a week to ten days, but making steady progress. <u>Follow Up Items:</u> There will be two more Program Review reports coming in soon and we will need four committee members to peer review them. Stacey is continuing to put

		together final peer review reports and will be emailing them to you for your approval.
V. Discussion Item: Adjustments to program review data for 2020-2021	<i>Stacey / Meeta</i>	Issues Discussed: Gary mentioned a request from his division for faculty / section level data for success, retention, and equity. Follow Up Items: Continue discussion after more input is gathered.
VI. Discussion Item: Transfer the responsibility of Action Plans to the PR Committee -develop process / forms -support and tutorials to be used in Aug/Sep 2021	<i>Stacey</i>	Issues Discussed: Not ready to get into Action Plans until Peer Review is finished. We will definitely need to provide training to Dept. Chairs and may want to have a workshop at Opening Day and a standing FPD. Follow Up Items: To be continued at next meeting
VII. Information Item: What's Ahead This Year	<i>Stacey</i>	<ul style="list-style-type: none"> • Transfer the responsibility of Action Plans to the PR Committee and developing 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 <ul style="list-style-type: none"> ✓ 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
VIII. NEXT MEETING DATES:		Future Meeting Dates: <i>Fall 2020: 8/31*, 9/21, 10/5, 10/19, 11/2, 11/16</i> <i>Spring 2021: 2/1, 3/1, 3/15, 4/5, 4/19, 5/3</i>

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.