



# Program Review Committee Meeting Minutes

Monday, April 19, 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, Cynthia, Wendy, Richard, Gary, Vanessa, Glenn, Svetlanna (proxy for Meeta), Ronda, Van, LaDonna, Christos*

*Absent: Reina*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b>
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Discussion Item: Accreditation Timeline	<i>Meeta</i>	<b><u>Issues Discussed:</u></b> tabled, Meeta absent <b><u>Follow Up Items:</u></b>
IV. Action Item: Approval of Meeting Minutes -4/5/2021	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> approved unanimously
V. Action Item: Committee Structure Update	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Change committee structure to: One representative from each Academic Division and Area (instead of (8) Division Faculty Representatives (one representative from each Academic Division)). This would give K&A a rep and

		<p>the language would allow for adding/subtracting division reps in the future as a result of re-orgs.</p> <p><b>Action Taken:</b> approved unanimously</p> <p><b>Follow Up Items:</b> may want to look at committee purpose in Fall 2021</p>
<p>VI. Action Item: Action Plans Tracking / Spreadsheet -develop process / forms -support and tutorials to be used in Aug/Sep 2021</p>	<p>Stacey</p>	<p><b>Issues Discussed:</b> Outcomes Analysis tracking spreadsheet shared and discussed. Column F Resource Needed should be changed to just Yes/No.</p> <p><b>Action Taken:</b> Approved unanimously</p> <p><b>Follow Up Items:</b> Need to address OOs, schedule meeting w/ LaDonna, Gary, Meeta, Svetlana to discuss. Stacey will convert the Outcomes Analysis tracking spreadsheet to Google Sheets, place template in each department Google Drive folder, and start working toward training for department chairs and faculty.</p>
<p>VII. Information Item: What's Ahead This Year</p>	<p>Stacey</p>	<p><b>SPRING:</b></p> <ul style="list-style-type: none"> <li>• Transfer the responsibility of Action Plans to the PR Committee and develop forms, support and tutorials to be used in Aug/Sep 2021</li> <li>• Consider adjustments needed to program review data</li> <li>• Work on improving program review/planning and budgeting alignment</li> <li>• Update PR Handbook based on the items above</li> </ul> <p><b>SUMMER:</b></p> <ul style="list-style-type: none"> <li>• Update Program Review report template for 2020-2021</li> <li>• Update PR Training in Canvas</li> </ul> <ul style="list-style-type: none"> <li>✓ Receive Program Review reports due 11/15</li> <li>✓ Form peer review teams, do peer review, provide feedback on reports</li> <li>✓ Discuss Comprehensive v Annual Update, what that means and if we should change it</li> </ul>
<p>VIII. NEXT MEETING DATES:</p>		<p><b>Future Meeting Dates:</b></p> <p>Fall 2020: <del>8/31*</del>, 9/21, 10/5, 10/19, 11/2, 11/16</p> <p>Spring 2021: 2/1, 3/1, 3/15, 4/5, 4/19, 5/3</p>

### 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.