



# Program Review Committee Meeting Minutes

Monday, January 30, 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, Cindy, Joshua, Richard, Samuel, Wendy, Gary, Megan, Cynthia, Meeta, Christos, Svetlana*

*Absent: Vanessa, Reina, Ronda, LaDonna*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey indicated that most Program Review reports were received and ready to Peer Review, but there are still a few outstanding that we hope will be ready soon.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Action Item: Approval of Meeting Minutes -11/21/2022	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> approved unanimously. <b><u>Follow Up Items:</u></b> Stacey to post to PR webpage
IV. Peer Review Working Session	<i>Stacey / All Committee members</i>	<b><u>Issues Discussed:</u></b> Committee worked on collectively peer reviewing HSS report as a norming session.



		<p><b>Follow Up Items:</b> Josh suggested that we need a list of CTE disciplines. Svetlana will provide the Excel file with the Resource Requests for Part 4. We should all take notes on how we can improve our Program Review template and Peer Review forms in the future.</p>
<p>V. Information Item: What's Ahead This Year</p>		<p><b>FALL:</b></p> <ul style="list-style-type: none"> <li>✓ Provide updated PR Handbook</li> <li>✓ Provide CIP instructions &amp; training, due 9/30</li> <li>✓ Update and provide Program Review Training</li> <li>✓ Division Reps will provide support in the Program Review process to their divisions.</li> <li>✓ Receive Program Review reports due 11/15</li> <li>✓ Define the peer review process</li> </ul> <p><b>SPRING:</b></p> <ul style="list-style-type: none"> <li>▪ Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports.</li> <li>▪ Complete Peer Reviews of Program Review reports, provide feedback to each program.</li> <li>▪ Consider changes needed to Program Review process, forms, committee, etc.             <ul style="list-style-type: none"> <li>○ What revisions to the PR template should we consider?</li> <li>○ Should we have separate Academic &amp; Operational templates?</li> <li>○ Should we move Program Review into eLumen?</li> </ul> </li> </ul>
<p>VI. <b>NEXT MEETING DATES:</b></p>		<p><b>Future Meeting Dates:</b>  <del>1/16/23 (MLK Day, no meeting)</del>          1/30/23* 5<sup>th</sup> Monday, Peer Review Work Session          2/6/23  <del>2/20/23 (President's Day, no meeting)</del>  <del>3/6/23 (Spring Break, no meeting)</del>          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.