



# Program Review Committee Meeting Minutes

Monday, August 30, 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. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative
- Vanessa Escobar, Research Analyst
- Dr. Glenn Haller, Kinesiology & Athletics Division Representative
- Reina Burgos, Counseling Division Representative
- Richard Fleishman, S&BS Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- Ronda Nogales, R&L Division Representative
- Wendy Stout, HSS Division Representative
- Van Rider, 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, Meeta, Gary, Vanessa, Glenn, Rich, Cynthia, Josh, Wendy, Megan, LaDonna, Van*

*Absent: Reina, Ronda, Christos*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey shared thoughts about the progress that the PR committee and process have made over the last decade and how helpful it is in the accreditation process
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> none
III. Welcome & Overview		<b><u>Issues Discussed:</u></b> Stacey welcomed new members. <b><u>Follow Up Items:</u></b> It is recommended that new members review the PR handbook and the PR Training in Canvas to get an understanding of the work of the committee.
IV. Discussion Item: Accreditation Timeline	<i>Meeta</i>	<b><u>Issues Discussed:</u></b> Meeta discussed the accreditation process and showed how to access the accreditation files on SharePoint. <b><u>Follow Up Items:</u></b> Need to make SharePoint accessible to faculty



V. Action Item: Approval of Meeting Minutes -4/19/2021	Stacey	<b>Action Taken:</b> Approved unanimously <b>Follow Up Items:</b>
VI. Action Item: PR Committee Goals 2021-2022	Stacey	<b>Issues Discussed:</b> see below <b>Action Taken:</b> approved unanimously <b>Follow Up Items:</b>
VII. Action Item: Program Review Handbook Revision	Stacey	<b>Issues Discussed:</b> minor corrections <b>Action Taken:</b> approved unanimously <b>Follow Up Items:</b> Stacey to post to webpage and PR Training in Canvas
VIII. Information Item: What's Ahead This Year	Stacey	<p><u>FALL:</u></p> <ul style="list-style-type: none"> <li>● Provide updated PR Handbook</li> <li>● Provide Outcomes Analysis training for Department Chairs and other faculty as needed</li> <li>● Provide Program Review Training throughout campus as needed.</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>● Form peer review teams, begin working on Peer Review reports</li> </ul> <p><u>SPRING:</u></p> <ul style="list-style-type: none"> <li>● Complete Peer Reviews of Program Review reports, provide feedback to each program.</li> <li>● Consider changes needed to Program Review.</li> </ul>
IX. NEXT MEETING DATES:		<p><b>Future Meeting Dates:</b></p> <p><i>Fall 2021: 8/30*, 9/20, 10/4, 10/18, 11/1, 11/15</i></p> <p><i>Spring 2022:</i></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.



## **Program Review Goals for 2021-2022**

- 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) Utilize Program Review for continuous improvement.
- 4) Improve communication about Program Review with the campus community.