



# Program Review Committee Meeting Agenda

Monday, April 7, 2025  
MH-321

Time: 3pm – 4:30pm

**Type of Meeting:** *Regular*

**Note Taker:** Richie Neil Hao

**Committee Members:**

Dr. Richie Neil Hao, Faculty Co-Chair

Dr. Rebecca Farley, Co-Chair

Dr. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative

**VACANT**, Research Analyst/Tech

Dr. Alex Parisky, eLumen Data Steward

Cindy Vargas, Kinesiology & Athletics Division Representative

Reina Burgos, Counseling Division Representative

Samuel Padilla, Aerospace Industrial Arts & Applied Technologies Division Representative

Dr. Cynthia Lehman, S&BS Division Representative

Joshua Strong, MSE Division Representative

Annamarie Perez, Language & Comm Arts Division Representative

Jennifer Rock, HSS Division Representative

Linda Parker, Equity & Student Achievement Representative

Megan Owens, Faculty at Large Representative

Van Rider, Workforce Development & Community Engagement

**VACANT**, Student Services

**VACANT**, Classified Representative

Dr. Jedi Lobos, Academic Dean, Academic Affairs

**VACANT**, ASO Representative

*Absent:*

*Guests:*

| Items                                                    | Person                     | Action                                                                                                   |
|----------------------------------------------------------|----------------------------|----------------------------------------------------------------------------------------------------------|
| I. Action Item: Approval of the Agenda                   | <i>Richie</i>              | <b><u>Issues Discussed:</u></b><br><br><b><u>Action Taken:</u></b>                                       |
| II. Opening Comments from the Co-Chairs                  | <i>Richie/<br/>Rebecca</i> | <b><u>Issues Discussed:</u></b>                                                                          |
| III. Open Comments from the Public                       |                            | <b><u>Issues Discussed:</u></b>                                                                          |
| IV. Action Item: Approval of Meeting Minutes (3/17/2025) | <i>Richie</i>              | <b><u>Issues Discussed:</u></b><br><br><b><u>Action Taken:</u></b><br><br><b><u>Follow Up Items:</u></b> |

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| V. Discussion Item: Program Review Survey                       | Richie | <p><b><u>Issues Discussed:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| VI. Discussion & Action Item: Program Review Cycle              | Richie | <p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| VII. Discussion Item: Course & Outcome Improvement Plans        | Richie | <p><b><u>Issues Discussed:</u></b></p> <p><b><u>Action Taken:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| VIII. Discussion & Action Item: Program Review Report Templates | Richie | <p><b><u>Issues Discussed:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| IX. Discussion Item: Program Review Feedback Forms              | Richie | <p><b><u>Issues Discussed:</u></b></p> <p><b><u>Follow Up Items:</u></b></p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| X. Information Item: What's Ahead This Year                     |        | <p><b><u>FALL:</u></b></p> <ul style="list-style-type: none"> <li>• Update and provide Program Review Training in Canvas</li> <li>• Review PR Handbook, update as necessary</li> <li>• Provide CIP instructions &amp; training, due 9/30</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, update forms as necessary</li> </ul> <p><b><u>SPRING:</u></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.</li> </ul> |
| XI. NEXT MEETING DATES:                                         |        | <b>Future Meeting Dates:</b> (1 <sup>st</sup> & 3 <sup>rd</sup> Mondays 3pm – 4:30pm)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |

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|  |  | <p><u>Fall 2024:</u><br/> <del>8/19/24 (8/26 instead)</del><br/> <del>9/2/24</del> (No meeting, Labor Day)<br/> <del>9/16/24</del><br/> <del>10/7/24</del><br/> <del>10/21/24</del><br/> <del>11/4/24</del><br/> <del>11/18/24</del><br/> <del>12/2/24</del> (The Committee approved to cancel this meeting.)</p> <p><u>Spring 2025:</u><br/> <del>2/3/25</del><br/> <del>2/17/25</del> (No meeting, President's Day)<br/> <del>3/3/25</del><br/> <del>3/17/25</del><br/> <del>4/7/25</del><br/> <del>4/21/25</del><br/> <del>5/5/25</del><br/> <del>5/19/25</del></p> |
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#### Program Review Committee Goals for 2024-2025

- 1) Establish and better define the connection between the Program Review and the Budget resource allocation and approval process.
- 2) Collaborate with the campus community to enhance communication, engagement, and implementation of the program review process in alignment with the college mission thereby fostering a culture of continuous self-reflection and dialogue.
- 3) Evaluate the Non-Instructional Program Review template based on feedback to better support operational areas.
- 4) Utilize the Program Review process evaluation data to make continuous improvements.