Program Review Committee Meeting Minutes	Monday, March 3, 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

Present: Richie, Rebecca, Gary, Cindy, Reina, Samuel, Cynthia, Joshua, Annamarie, Linda, Megan, Van, Jedi
Absent: Alex, Jennifer
Guests: Megan Aceves, Dr. Svetlana Deplazes

Items	Person	Action
I. Action Item: Approval of the Agenda	*Richie*	**Issues Discussed:** None. **Action Taken: Approved.**
II. Opening Comments from the Co-Chairs	*Richie/ Rebecca*	**Issues Discussed:** Richie thanked the committee for reviewing the Program Review reports. Richie also reminded that the reviews are due on March 6th. Richie also said that the Program Review survey went out on 2/27 and will close on 3/13. Richie reminded reps to forward the survey to their divisions. Richie will send two more email reminders to the college.

			Once the peer review process is done, Rebecca will comment more about feedback forms to discuss with the committee.
III.	Open Comments from the Public		**Issues Discussed:** None.
IV.	Action Item: Approval of Meeting Minutes (2/3/2025)	*Richie*	**Issues Discussed:** None. **Action Taken: Approved.** **Follow Up Items:** Richie will post to PR webpage.
V.	Discussion Item: Program Review Handbook	*Richie*	**Issues Discussed:** Even though the Program Review Handbook was updated in Fall 2024, Richie wanted to go over a few things. It's the committee's practice to update the Handbook in the fall due to the extensive work that is involved with peer reviews in the spring. Van mentioned that it is not unusual to get the updates done in the spring so that the updates are implemented in the next academic year starting in the fall. It might be a good idea to have the updates sent to the Senate by Week 8 of spring semester. Jedi, on the other hand, suggested earlier than that in case there are questions about the updates. After some discussion, the committee will do much of the updating in the fall and finetune/submit the revised handbook to Senate in the spring (whenever updates are needed). Richie pointed out that the intersession needs to be taken into consideration for the timeline of having to send the reports and feedback forms back to deans and posting them on the PR webpage in February. This needs to be revised until March given that we've lost the whole January due to intersession. Richie also found a weblink for data retrieval request in the handbook. Svetlana was able to access the link and can update it when necessary. In addition to the handbook, Van suggested the committee use the same consistent link for training and other Program Review process. **Follow Up Items:** None.
VI.	Discussion Item: Operational Outcomes & Outcome/Course Improvement Plans	*Richie*	**Issues Discussed:** Richie asked about Operational Outcomes and Outcome Improvement Plan. Are they stored in eLumen or just emailed to Gary/Outcomes? Gary said they not stored in

eLumen yet. In the meantime, Gary is developing a catalog for Operational Outcomes in eLumen.

Richie asked about when the non-instructional areas were instructed to include Operational Outcomes and Outcome Improvement Plans in Program Review. While this is the first year, non-instructional areas should have included this information since instructions in the Program Review Report were included to contact Gary directly.

Van asked if it's possible for the committee to review reports based on their familiarity with specific areas (instructional vs. non-instructional). Linda questioned whether this would be possible. Richie responded that it isn't due to the makeup of the committee. If the concern is that members are not familiar with how to evaluate other areas, Richie will organize a norming session or training for committee members during the last fall meeting or the first spring meeting.

Richie also wondered why there is a reason why Outcome Improvement Plans (OIP) and Course Improvement Plans (CIP) are being done as another separate process in eLumen when they are also in Program Review document. They seem redundant. Van agreed that it needs to be streamlined. Gary suggested that we can simply ask to reflect on Outcome data in Program Review report only as opposed to having to do a separate CIP/OIP process.

Jedi also emphasized the importance of making connections between Program Review and budget requests. Linda agreed, noting that it's a good idea to clarify how the budget works through Program Review. Rebecca added that we could ask the Budget Committee how the budget is addressed when reviewing the Program Review reports.

Follow Up Items: Richie will put OIP/CIP as an action item for next meeting.

VII. Discussion: eLumen	*Richie*	**Issues Discussed:** Gary and I met with Bob (eLumen) and still working on developing a Program Review template. More updates to come. **Follow Up Items:** Richie will provide additional updates once more progress has been developed.
VIII. Discussion: Committee Term	*Richie*	**Issues Discussed:** Gary and Sam's terms are up at the end of this semester. Richie informed them to let their divisions know if they plan to continue or elect a new representative.

		Follow Up Items: Gary and Sam will inform their divisions about their respective seats.
IX. Information Item: What's Ahead This Year		**FALL:** • Update and provide Program Review Training in Canvas • Review PR Handbook, update as necessary • Provide CIP instructions & training, due 9/30 • Division Reps will provide support in the Program Review process to their divisions. • Receive Program Review reports, due 11/15 • Define the peer review process, update forms as necessary **SPRING:** • Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports. • Complete Peer Reviews of Program Review reports, provide feedback to each program. • Consider changes needed to Program Review process, forms, committee, etc.
X. **NEXT MEETING DATES:**		**Future Meeting Dates:** (1st & 3rd Mondays 3pm – 4:30pm) Fall 2024: ~~8/19/24~~ (8/26 instead) ~~9/2/24~~ (No meeting, Labor Day) ~~9/16/24~~ ~~10/7/24~~ ~~10/21/24~~ ~~11/4/24~~ ~~11/18/24~~ ~~12/2/24~~ (The Committee approved to cancel this meeting.) Spring 2025: ~~2/3/25~~ ~~2/17/25~~ (No meeting, President's Day) ~~3/3/25~~ 3/17/25 4/7/25 4/21/25 5/5/25 5/19/25

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.