



Program Review Committee Meeting Minutes

Monday, March 17, 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: Gary, Cindy, Samuel, Megan

Guests: Dr. Svetlana Deplazes

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	Issues Discussed: None. Action Taken: Approved.
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	Issues Discussed: Richie thanked the committee for reviewing the Program Review reports. Reports and feedback forms were sent back to divisions/areas. Reports that require revisions need to be sent back to Richie by 3/21 in order to upload the reports and feedback forms on PR webpage by the end of March.
III. Open Comments from the Public		Issues Discussed: None.

<p>IV. Action Item: Approval of Meeting Minutes (3/3/2025)</p>	<p><i>Richie</i></p>	<p>Issues Discussed: None.</p> <p>Action Taken: Abstention from Alex. Approved.</p> <p>Follow Up Items: Richie will post to PR webpage.</p>
<p>V. Discussion Item: Program Review Survey</p>	<p><i>Richie</i></p>	<p>Issues Discussed: Survey closed on 3/13. Will get results from Dr. Svetlana Deplazes for us to review and discuss at our next meeting.</p> <p>Follow Up Items: Will forward survey results to everyone for review.</p>
<p>VI. Action Item: Course & Outcome Improvement Plans</p>	<p><i>Richie</i></p>	<p>Issues Discussed: Per our last discussion, instead of a separate process to submit CIP/OIP in eLumen on 9/30, we'll only do the CIP/OIP in Program Review.</p> <p>Rebecca: Why is CIP/OIP with Program Review? Richie mentioned it was with Outcomes and was transferred to us. Rebecca believes it should be with Outcomes. We need to discuss this further and understand the context.</p> <p>Cynthia recommended that we should do the CIP when we're submitting the SLO at the end of semester. Svetlana said that eLumen will be integrated with Canvas, so that might change how we use data.</p> <p>Van proposed to table the action item and continue the conversation. Jedi seconded to table.</p> <p>Action Taken: Tabled for further conversation.</p>
<p>VII. Discussion Item: Program Review Reports</p>	<p><i>Richie</i></p>	<p>Issues Discussed: Richie asked if the committee had any thoughts of what works and what doesn't.</p> <p>Rebecca suggested that there should be a box for N/A for first time Program Review Reports, especially in areas where they could not respond.</p> <p>Jedi said there appears to be confusion on goal in Part 3. It should be student focused. We have the language, but adding a sentence as an example of what that looks like in the report would be helpful.</p> <p>Jedi also proposed the need to simplify Part 3, too. It's intimidating to new people doing Program Review. Josh suggested to get rid of first column and move the goal first. Rebecca suggested to move the last three columns as first three</p>

		<p>columns. Richie also suggested to add “Choose at least 1” for ILO/PLO/SLO.</p> <p>A part of the discussion deals with the lack of training. Richie proposed that he could supplement current training materials on Canvas with short videos explaining each part of the Program Review report. Alex and Jedi agreed that it would be helpful. Alex also offered additional assistance for developing the videos.</p> <p>Svetlana asked if equity is being addressed in Program Review report. Richie said yes. Van asked if the equity part could be on its own question so people could answer that specifically.</p> <p>Richie asked if we need proof in Part 5 to show us that they looked up data for their responses in Part 2A. Ideally, Jedi said that success and retention web links could be provided as opposed to copying/pasting graphs. Svetlana suggested that perhaps only data not being addressed in Part 2A that could be added in Part 5, since some people do include their data in Part 2A.</p> <p>Follow Up Items: Need to review an updated report template.</p>
VIII. Discussion Item: Program Review Feedback Forms	<i>Richie</i>	<p>Issues Discussed: Did not get to discuss. Tabled for next meeting.</p> <p>Follow Up Items: Will discuss at next meeting.</p>
IX. Discussion Item: Program Review FPD Events	<i>Richie</i>	<p>Issues Discussed: Richie asked if Program Review normally offers FPD events. Josh said that we tend to have one during Opening Week in the fall. Others suggested offering info session/workshops for fall orientation (Alex), dept. chair training (Van), deans and directors’ meeting (Rebecca).</p> <p>Follow Up Items: Richie will sign up sometime for Opening Week and will work with committee members early in the fall to offer workshop/training sessions.</p>
X. Information Item: What’s Ahead This Year		<p>FALL:</p> <ul style="list-style-type: none"> • 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

		<ul style="list-style-type: none"> Define the peer review process, update forms as necessary <p>SPRING:</p> <ul style="list-style-type: none"> 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.
<p>XI. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm)</p> <p><u>Fall 2024:</u> 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.)</p> <p><u>Spring 2025:</u> 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</p>

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.