

Program Review Committee Meeting Minutes		Monday, May 5, 2025 MH-321 Time: 3pm – 4:30pm
Type of Meeting: <i>Regular</i> 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 <i>Absent: Samuel, Cynthia, Jennifer</i> <i>Guests: Dr. Svetlana Deplazes</i>		
Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	Issues Discussed: Proposed to amend agenda by adding Program Review Report Templates and meeting dates. Action Taken: Approved.
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	Issues Discussed: Richie informed the committee that he provided an update to the Senate about the recommendation to do an annual review in Fall 2025 and transition to a four-year Comprehensive Review with annual updates starting Fall 2026.
III. Open Comments from the Public		Issues Discussed: None.
IV. Action Item: Approval of Meeting Minutes (4/21/25)	<i>Richie</i>	Issues Discussed: None. Action Taken: Approved.

<p>V. Discussion Item: Fall 2025 Program Review Process & Training</p>	<p><i>Richie</i></p>	<p><u>Follow Up Items:</u> To post on PR webpage.</p> <p><u>Issues Discussed:</u> Richie discussed that the committee needs to start planning for Fall 2025. Richie will update materials on PR training Canvas shell during the summer, along with developing short instructional videos for how to address each part of the PR template.</p> <p>Fall Opening Week: Richie will try to work with Kathy Osborn to see if it's possible to add FPD sessions during the Opening Week targeting department chairs/directors and a workshop afterwards. Overall, the committee thought it's a good idea to have these sessions.</p> <p>2nd week of Fall semester: Richie will send out info about PR process, including CIP/OIP (due 9/30).</p> <p>Richie proposed each committee member to offer two workshops for the fall (Sept., Oct., Nov.) to assist with program review. Each member can offer 2 workshops (in-person or Zoom) based on their availability.</p> <p>Jedi said it's a good idea because it's like we have office hours for Program Review. Josh expressed that it might best to do this on demand rather than scheduling appointments in advance. Richie mentioned that we've a choice on when and where to offer the workshops. More importantly, the workshops are meant to let people know that we are available to help.</p> <p><u>Follow Up Items:</u> There will be a signup sheet in the fall to have committee members provide their availability for the workshops.</p>
<p>VI. Discussion Item: Course & Outcome Improvement Plans</p>	<p><i>Richie</i></p>	<p><u>Issues Discussed:</u> Richie asked if CIP/OIP data from 2024-25 academic year be ready for access by early August. Svetlana mentioned that it should be ready for the start of Fall 2025. Richie also asked who will make the data available for access. Alex will assist with making the CIP data available. Gary will also check to make sure the questions are set up properly in eLumen so CIP/OIP can be completed by Sept. 30th.</p> <p>Josh warned that not a lot of people did CIP last fall given the data being unavailable. Richie said that a revised due date was sent to everyone last fall. Having said that, people can reflect on the most recent CIP they did if they did not complete it last year.</p>

		<p>Linda asked if we need to add info on what to do if people did not do their CIP last fall. Richie said he will provide the info in an announcement that will be sent out with CIP instructions.</p> <p>Follow Up Items: Richie will send out an announcement by 2nd week of Fall semester to remind people of the CIP/OIP with instructions as well as info on what to do if they did not do it last fall, which is to reflect on the most recent one they did.</p>
VII. Discussion & Action Item: Program Review Report Templates	Richie	<p>Issues Discussed: Svetlana mentioned that the tabs for the Tableau dashboard to access Program Review data will be gone. Instead of tabs, all data needed will be available in one web page. Therefore, we need to make minor changes to the Program Review Templates: Change the word “tab” to “data” in Part 2A and remove the “Required” and “Optional” in Part 5. Also, add hyperlink to “Program Review Data” and “(See Part 2A above for required data)” in Part 5.</p> <p>Josh expressed a concern that this could create confusion. While the committee’s goal was not to make any template changes, the change was needed because the tabs will not be there.</p> <p>Action Taken: Approved.</p>
VIII. Discussion & Action Item: Meeting Dates		<p>Issues Discussed: Richie noticed that the first meeting of fall from last year was moved a week later and asked the committee if that’s the norm. Jedi expressed that it would be best to stick to the schedule because moving meeting dates could conflict with other meetings. Van suggested that the co-chairs can decide if the first meeting, which falls on the first day of fall semester, should be cancelled. Otherwise, sticking to the schedule is best. Committee agrees.</p> <p>Richie proposed to cancel the May 19th meeting, since the committee has completed its tasks for the semester.</p> <p>Action Taken: Approved to cancel the May 19th meeting and keep the meeting dates as scheduled.</p>
IX. 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><u>SPRING:</u></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.
X. NEXT MEETING DATES:		<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 (The Committee approved to cancel this meeting.)</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.