

Program Review Committee Meeting Minutes		Monday, September 15, 2025 MH-321 Time: 3pm – 4:30pm
Type of Meeting: <i>Regular</i> Note Taker: Richie Neil Hao		
<u>Committee Members:</u> 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 VACANT, Aerospace Industrial Arts & Applied Technologies Division Representative Dr. Cynthia Lehman, S&BS Division Representative Dr. 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: Gary, Jennifer, Megan</i> <i>Guests: Dr. Svetlana Deplazes</i>		
Items	Person	Action
I. Action Item: Approval of the Agenda	Richie	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Approved.
II. Opening Comments from the Co-Chairs	Richie/ Rebecca	<u>Issues Discussed:</u> Richie welcomed the committee back! It's going to be a busy year, so Richie thanked the committee for their work. Rebecca also welcomed and thanked the committee.
III. Opening Comments from the Public		<u>Issues Discussed:</u> None.
IV. Action Item: Approval of Meeting Minutes (5/5/25)	Richie	<u>Issues Discussed:</u> N/A. <u>Action Taken:</u> N/A. Approved via email on 5/19/25.
V. Discussion Item: Fall 2025 Course/Outcome	Richie	<u>Issues Discussed:</u> Richie informed the committee that the PR Training Canvas page is up and running.

Improvement Plan & Program Review Training (Workshop Sign-Up)		- Richie developed and uploaded 4 new tutorial videos for CIP, OIP, PR (instructional), and PR (non-instructional). - Richie also updated some of the materials for this new academic year. - Richie also thanked committee members who signed up for workshops. If any member hasn't signed up, please do so ASAP here. The whole campus should have also received the memo about CIP/OIP and PR Training. Richie reminds Division Reps to provide support to their divisions and make announcements about the training information and workshops. Linda met with a faculty during her workshop who mentioned that the Template Report Form might have trouble saving. Richie asked everyone to double-check the form. Based on initial testing from some committee members at the meeting, there was no issue found. Richie will send a few more reminders about the training and due dates. Linda suggested that adding information for the campus-wide email reminders that the Program Review Report must be turned in at least a week before 11/15 to their dean or supervisor. Follow Up Items: Richie will include the information of completing Program Review Reports at least a week before the 11/15 due date (or based on their dean or supervisor's due date) for the remaining campus-wide reminders.
VI. Discussion Item: Coursedog & Program Review	<i>Richie</i>	Issues Discussed: eLumen is going away in December 2026, and Coursedog is replacing it. Richie initially developed a PR template last spring on eLumen, which is probably no longer applicable. However, Alex said there's a chance the template on eLumen could be transferred to Coursedog. Alex will have to see how that works (if at all). Overall, not sure about Coursedog's impact on our timeline with Fall 2026 start date of our four-year comprehensive review. When the committee decided on the Fall 2026 launch of the comprehensive review, there was no knowledge about eLumen going away. Everything depends on when we can access Coursedog, Richie can receive training, and test it as a committee.

		Having said that, transitioning to some kind of electronic system like Coursedog is going to be better than what we're doing right now with the email submission process. Follow Up Items: When Coursedog becomes available, Richie will provide more updates.
VII. Discussion Item: Program Review Rollout Plan	Richie	Issues Discussed: The rollout plan is composed of different components. The first is we need to figure out which divisions will be assigned to which year (CTE every two years). Richie asked Svetlana if we have a list of previous divisions doing program review in 4-year cycles in the past. Maybe we can model the rollout plan with something like that. The other component of the rollout plan is to determine the differences between the Comprehensive Review & Annual Update Templates. When Richie looked at past comprehensive review reports, they look like the same as our current template form for annual reviews, so we don't have to make significant changes there. However, the committee needs to figure out the annual update template form to ensure that there's a distinction between it and the comprehensive review report. Richie recommends the committee to do research of what must be included in the annual update (e.g., Resource Requests). Follow Up Items: The committee needs to do research on components of the Annual Update Report.
VIII. Discussion & Action Item: Program Review Committee Goals	Richie	Issues Discussed: Richie asked the committee which goals they want to keep from last year and create any new ones (if applicable). The committee agrees that all goals from last academic year are still applicable. The only change is to remove "Non-Instructional" from last year's Goal #3 so that it reads "Evaluate the Review Template based on feedback to better support operational areas." Action Taken: Approved.
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 <u>SPRING:</u> • 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) <u>Fall 2025:</u> 8/18/25 (Cancelled) 9/1/25 (No meeting, Labor Day) 9/15/25 10/6/25 10/20/25 11/3/25 11/17/25 12/1/25 <u>Spring 2026:</u> 2/2/26 (No meeting, Spring semester has not started) 2/16/26 (No meeting, President's Day) 3/2/26 3/16/26 4/6/26 (No meeting, Spring Break) 4/20/26 5/4/26 5/18/26 6/1/26

Program Review Committee Goals for 2025-2026

- 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 Program Review template based on feedback to better support operational areas.
- 4) Utilize the Program Review process evaluation data to make continuous improvements.