

# Program Review Committee Meeting Minutes

Monday, October 6, 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, HSS Division Representative

Reina Burgos, Counseling Division Representative

Samuel Padilla, 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

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: Rebecca, Alex, Van*

*Guests: None*

| Items                                                           | Person                     | Action                                                                                                                                                                  |
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| I. Action Item: Approval of the Agenda                          | <i>Richie</i>              | <b><u>Issues Discussed:</u></b> None.<br><b><u>Action Taken:</u></b> Approved.                                                                                          |
| II. Opening Comments from the Co-Chairs                         | <i>Richie/<br/>Rebecca</i> | <b><u>Issues Discussed:</u></b> Richie welcomed the committee and let everyone know that Rebecca can't make it due to conference attendance.                            |
| III. Opening Comments from the Public                           |                            | <b><u>Issues Discussed:</u></b> None.                                                                                                                                   |
| IV. Action Item: Approval of Meeting Minutes (9/15/25)          | <i>Richie</i>              | <b><u>Issues Discussed:</u></b> None.<br><b><u>Action Taken:</u></b> Abstention from Megan. Approved.                                                                   |
| V. Discussion Item: Fall 2025 Course/Outcome Improvement Plan & | <i>Richie</i>              | <b><u>Issues Discussed:</u></b> Richie asked if there were any issues that may have come up from people asking for assistance with CIP/OIP and Program Review training. |

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| Program Review Training<br>( <a href="#">Workshop Sign-Up</a> ) |        | <p>Richie mentioned that he was made aware of the discrepancy of data that shows up in the Program Awards area (degrees received) from the Program Review dashboard's Enrollment tab vs. going to a separate Program Awards dashboard.</p> <p><b>Follow Up Items:</b> Richie will let Dr. Svetlana Deplazes know about that discrepancy. Other than that, Richie will provide two more campus-wide reminders about Program Review 11/15 due date.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| VI. Discussion Item: Program Review Rollout Plan                | Richie | <p><b>Issues Discussed:</b> Richie asked if the committee found anything about what an annual update report looks like from other colleges. The committee needs more time to investigate it.</p> <p><b>Follow Up Items:</b> More research is needed and will discuss further at the next meeting.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| VII. Discussion Item: Future Course/Outcome Improvement Plans   | Richie | <p><b>Issues Discussed:</b> The committee discussed a little about CIP/OIP last spring but could not finish the discussion then.</p> <p>Richie raised a few CIP/OIP issues for discussion: (1) The 9/30 due date gets people off guard. (2) People are generally confused they need to complete two tasks: Completing the last academic year's CIP (2024-25) on eLumen. Going back to the year before (2023-24) to respond to this year's Program Review Report.</p> <p>The other issue is, if we're doing 2024-25 Program Review, why are we responding to 2023-24 CIP data? Richie does not believe it makes sense because the Program Review report should be consistent with the year that is being examined.</p> <p>Instead of having 9/30 due date and then 11/15 due date, Richie proposed to streamline everything and do the CIP in the Program Review on 11/15. Richie added that CIP's questions can be transferred directly into the Program Review report. The committee can look at those questions and modify them if needed. The first question deals with SLOs that meet/exceed the performance line and how to sustain it. The second question asks about which SLO that are below the performance line and how to improve it. The last question asks about resources needed to implement changes.</p> <p>Megan expressed that one deadline on Nov. 15<sup>th</sup> is easier to remember. It makes sense for CIP to inform Program Review goals for the same academic year.</p> |

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|                                                |  | <p>Gary also pointed out streamlining the CIP into the Program Review report is more practical and intentional. It also avoids confusion. Having said that, Gary can only assume that CIP data will be available on Coursedog but wonders how it's going to look like. While not specific to CIP, Richie said that he got to see a brief demo of the assessment side of Coursedog, and it appears to allow committee members to kick the report back to faculty/staff directly with a space for comments. However, we don't exactly know how it's going to look like until we get to build a template on Coursedog.</p> <p>Jedi also felt that resources in CIP needs to be defined. Richie suggested that perhaps there's no need to discuss resources in CIP and focus on resources in Program Review report only. Gary agreed because if CIP were integrated in the Program Review report, then there's no need to have a separate question about resources in CIP.</p> <p>With a productive discussion with the committee, Richie asked the committee if further discussion is needed, or if the committee is ready to vote at the next meeting to eliminate the 9/30 CIP due date and integrate CIP in the Program Review report. The committee agreed to make it as an action item for the next meeting.</p> <p><b><u>Follow Up Items:</u></b> Richie will put CIP/OIP on the agenda as an action item for next meeting.</p> |
| VIII. 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>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

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| <b>IX. NEXT MEETING DATES:</b> |  | <p><b>Future Meeting Dates:</b> (1<sup>st</sup> &amp; 3<sup>rd</sup> Mondays 3pm – 4:30pm)</p> <p><u>Fall 2025:</u><br/> <del>8/18/25 (Cancelled)</del><br/>           9/1/25 (No meeting, Labor Day)<br/>           9/15/25<br/>           10/6/25<br/>           10/20/25<br/>           11/3/25<br/>           11/17/25<br/>           12/1/25</p> <p><u>Spring 2026:</u><br/>           2/2/26 (No meeting, Spring semester has not started)<br/>           2/16/26 (No meeting, President's Day)<br/>           3/2/26<br/>           3/16/26<br/>           4/6/26 (No meeting, Spring Break)<br/>           4/20/26<br/>           5/4/26<br/>           5/18/26<br/>           6/1/26</p> |
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**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.