

Program Review Committee Meeting Minutes

Monday, October 20, 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, Gary, Alex, Samuel

Guests: Dr. Svetlana Deplazes

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Approved.
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	<u>Issues Discussed:</u> Richie welcomed the committee and thanked them.
III. Opening Comments from the Public		<u>Issues Discussed:</u> None.
IV. Action Item: Approval of Meeting Minutes (10/6/25)	<i>Richie</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Approved.
V. Discussion Item: Fall 2025 Program Review Training	<i>Richie</i>	<u>Issues Discussed:</u> Richie sent out another reminder about Program Review last week and will send another at the end of the month.

		Richie asked if anyone encountered any issues with Program Review training. No one mentioned anything. Follow Up Items: Richie will send one final Program Review reminder as a campus-wide email.
VI. Discussion Item: Program Review Rollout Plan	Richie	Issues Discussed: Richie thanked Cindy, Linda, Annamarie, and Reina who shared their findings about what other colleges are doing for annual updates. Based on the information shared, it appears that many colleges include the following in the Annual Update: • Improvements to SLOs (sounds like CIP) • Update on goals • Resource Request One of the samples we looked at is a simple fillable form with some questions. Many committee members appeared to like the fillable form because it is not overwhelming while allowing for reflections. Richie agreed; however, reminded the committee that our goal is to do this in Coursedog. Looking at another sample, Van found it helpful to have the number of faculty info in the Annual Update. Jedi suggested to include another part to allow marking a box to proceed to Resource Request Info (if needed). Megan also mentioned that it would be helpful to at least reflect on any changes on SLOs, goals, and budget request (met or not). Cindy also asked if we need any other data besides SLOs. Richie said that we could probably ask about student success/retention if there were any significant changes and just reflect on them briefly. In addition to the Annual Update form itself, Linda proposed that we create a spreadsheet to provide information for all division and areas about timeline on when they need to submit four-year comprehensive reports and annual updates. Richie proposed to develop a template for the Annual Update. Annamarie suggested to start with questions first and discuss with the committee before developing a template. The committee felt that would be best to get started. Once a template is completed, the committee will vote to approve the Annual Update Form. Follow Up Items: Richie will start developing the questions based on the Annual Update samples we looked at from other colleges addressing three general themes: improvements on SLOs/student success & retention, updates on goals, and resource requests. Richie will then share with the committee.

VII. Action Item: Future Course/Outcome Improvement Plans	Richie	Issues Discussed: Based on our discussion from last meeting, Richie reminded the committee again the issues with current CIP/OIP practice: Instead of having 9/30 due date for CIP/OIP and then 11/15 due date for Program Review, which can be confusing, the proposed change is to streamline everything and do the CIP/OIP as part of the Program Review on 11/15. Instead of having to go to a separate system to fill out CIP, CIP's questions can be transferred directly into the Program Review report, so they are all in one place. The proposed change is to take effect in Fall 2026. Action Taken: Approved.
VIII. 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.
IX. 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
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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.