



Program Review Committee Meeting Minutes

Monday, December 1, 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 (Proxy Svetlana Deplazes), Gary, Samuel, Cynthia, Joshua, Jedi

Guests: None

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 thanked the committee for being here, especially during finals week.
III. Opening Comments from the Public		<u>Issues Discussed:</u> None.
IV. Action Item: Approval of Meeting Minutes (11/17/25)	<i>Richie</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Abstention from Megan. Approved.
V. Action Item: Annual Update Form	<i>Richie</i>	<u>Issues Discussed:</u> Based on the feedback from the last two meetings, Richie presented the draft that the committee worked on for both instructional and non-instructional areas.

		<p>Richie asked the committee if they had any additional suggestions for changes. The first question was slightly revised to have better flow: “Have there been any significant changes since your last review? Briefly explain why or why not.” The committee also suggested to have two columns for Past Goals and Progress Made, just like we’ve always done it. Finally, the committee also discussed the need to add data for any new resource requests as part of the annual update.</p> <p>Action Taken: Annual Update Forms for both instructional and non-instructional areas were approved. However, minor changes may occur if needed.</p>
<p>VI. Discussion Item: Comprehensive Review Report</p>	<p><i>Richie</i></p>	<p>Issues Discussed: Based on the discussions the committee had last spring and the changes with CIP, Richie shared with the committee the Comprehensive Program Report forms for instructional and non-instructional areas. For instructional areas, a separate space for Equity was included for Part 2A. Part 2C was updated to reflect changes with SLO and Action Plan analysis (vs. the old CIP/OIP). The columns were reorganized in Part 3 to start with Goals and move the outcome and ESP info toward the end.</p> <p>Follow Up Items: The Comprehensive Review Report will be an action item for next meeting’s agenda.</p>
<p>VII. Discussion Item: Program Review Handbook</p>	<p><i>Richie</i></p>	<p>Issues Discussed: Until we know more about Coursedog, Richie suggested that it would be best to table the PR Handbook discussion. The committee agreed.</p> <p>Follow Up Items: If there’s sufficient information with the developments concerning Coursedog to update the Program Review Handbook, Richie may send the committee the handbook for review via email in February.</p>
<p>VIII. Discussion Item: Peer Review Process</p>	<p><i>Richie</i></p>	<p>Issues Discussed: As a reminder, Richie informed the committee that the peer review process will start early in February. Richie asked the committee to pair up. Peer review teams have been established and are listed on the Program Review Committee Canvas page (under “People,” click on “Groups”). Samuel will be working with Richie.</p> <p>The committee also held a norming session. The initial plan was to review two reports, but due to time constraints, two small groups each reviewed one report and shared their feedback. Overall, both groups agreed on most of the criteria. Richie emphasized that as long as the committee could agree on what is “adequate” and what “needs improvement,” that is the most important thing.</p>

		<p>Follow Up Items: Richie will email committee members in early February about their assignments for reviewing PR reports. Members will have until March 5 to complete the reviews. Richie reminded the committee to make arrangements with their partners to discuss the reports as part of the evaluation process.</p>
<p>IX. Information Item: What's Ahead This Year</p>		<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 • 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>X. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm)</p> <p><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</p> <p><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</p>



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.