



# Program Review Committee Meeting Minutes

Monday, March 16, 2026  
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: Samuel, Cynthia, Van*  
*Guests: Dr. Svetlana Deplazes*

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	<b><u>Issues Discussed:</u></b> None. <b><u>Action Taken:</u></b> Approved.
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	<b><u>Issues Discussed:</u></b> Rebecca thanked the committee for their continued work. Richie thanked Gary for reaching out to non-instructional areas that need to develop their Operational Outcomes. Richie will compile a list and email it to Gary.
III. Opening Comments from the Public		<b><u>Issues Discussed:</u></b> None.
IV. Action Item: Approval of Meeting Minutes (3/2/26)	<i>Richie</i>	<b><u>Issues Discussed:</u></b> None. <b><u>Action Taken:</u></b> Abstention from Linda. Approved.
V. Coursedog Demonstration	<i>Alex</i>	<b><u>Issues Discussed:</u></b> Alex demonstrated how to do a peer feedback on Coursedog. The demo showed how we can input discipline and reviewer along with comments. Workflow can be

		<p>designated however we want but must program it deliberately. The earliest implementation appears to be May, but curriculum has the priority right now.</p> <p>Annamarie was glad to see what's possible with Coursedog. Megan stated that at least we could at least try it for peer review in spring. Cindy said that Coursedog seems to be simple. However, Svetlana cautioned that data points are different for instructional and non-instructional areas, so there could be more work involved. Linda asked about workflow control. Alex mentioned earlier we can determine how workflow goes from faculty to the relevant people like the committee for review. Annamarie asked if Coursedog is being used for everything. That appears to be the plan in which it is being used for curriculum and assessment purposes, including program review.</p> <p><b>Follow Up Items:</b> None.</p>
<p>VI. Action Item: Program Review Rollout Plan</p>	<p><i>Richie</i></p>	<p><b>Issues Discussed:</b> Based on the promising nature of Coursedog, Jedi suggested that we can try to see if we could implement it for Program Review rollout of the new Comprehensive/Annual cycle in Fall 2026. Otherwise, we can pivot to email submission by using the new templates the committee has created. Richie asked the committee if we could set a deadline to see if it's possible to use Coursedog for Fall 2026. Alex suggested that May 31 seems to be a reasonable amount of time.</p> <p><b>Action Taken:</b> The committee voted to see if Coursedog could be implemented by May 31 for the new Comprehensive/Annual Update cycle in Fall 2026. If not, the rollout will happen with email submissions of the new template forms.</p>
<p>VII. Action Item: Comprehensive Review Report &amp; Annual Update Template Forms</p>	<p><i>Richie</i></p>	<p><b>Issues Discussed:</b> Richie collaborated with the committee each Comprehensive Review template for instructional and non-instructional areas and made minor changes along the way.</p> <p>Richie wanted to bring the committee's attention to the Annual Update templates in which a link to refer to "Comprehensive Review Report." Since this is the first time we'll be transitioning to Comprehensive Report, there's technically no Comprehensive Report in 2025, so Richie suggested to changing the language to "last Program Review Report" to avoid confusion. Committee members agreed.</p> <p><b>Action Taken:</b> Approved all forms (Comprehensive Review &amp; Annual Update) for both instructional and non-instructional areas.</p>

<p>VIII. Action Item: Program Review Cycles</p>	<p><i>Richie</i></p>	<p><b>Issues Discussed:</b> Richie showed the cycle schedule again. Instructional areas are placed in the first two years of the cycle to ensure no issue with CTE disciplines of having a gap in which they are required to do comprehensive reviews every other year. Non-instructional areas are divided into years 3 and 4 of the cycle.</p> <p>Megan asked if a list of CTE disciplines could be created separately. Svetlana also suggested making the word “Comprehensive” bold in a spreadsheet. Jedi also requested that programs should be asked to check if CTE designation is required for their program’s accreditation. Otherwise, they don’t need to do comprehensive review every two years. Richie said he can create an additional spreadsheet tab to include CTE disciplines along with showing when each discipline does comprehensive review and annual update for the next four years.</p> <p><b>Action Taken:</b> The committee voted to approved the Program Review Cycle Schedule.</p>
<p>IX. Discussion Item: Program Review Handbook</p>	<p><i>Richie</i></p>	<p><b>Issues Discussed:</b> Because there was not enough time, the committee will discuss it further at the next meeting.</p> <p><b>Follow Up Items:</b> Richie will bring up the topic again at the next meeting.</p>
<p>X. Information Item: What’s Ahead This Year</p>		<p><b>FALL:</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>SPRING:</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>
<p>XI. NEXT MEETING DATES:</p>		<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>  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>
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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.