



<h1 style="margin: 0;">Program Review Committee Meeting Minutes</h1>	<p style="margin: 0;"><b>Monday, April 20, 2026</b> MH-321</p> <p style="margin: 0;"><b>Time: 3pm – 4:30pm</b></p>
--	--

**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, Joshua, Annamarie, Jedi*  
*Guests: Dr. Svetlana Deplazes*

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	<p><b>Issues Discussed:</b> None.</p> <p><b>Action Taken:</b> Approved.</p>
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	<p><b>Issues Discussed:</b> Richie presented at the Deans &amp; Chairs and Academic Senate meetings about our new Program Review rollout plan. Richie received a question from Senate about whether I consulted with AP&amp;P about our cycle schedule because they're also changing their course/program revision cycle, which could impact faculty workload.</p> <p>Richie will respond to the Senate indicating that Program Review will continue with its fall submission because of budget review being conducted in spring. In addition, while we will begin using the Comprehensive Report in Fall 2026, it is essentially the same as the Annual Report that programs have</p>

		<p>completed in the past; therefore, it does not result in an increased faculty workload. For the remaining three years of the cycle (or two years for CTE disciplines), programs will complete an Annual Update, which is significantly shorter than the Comprehensive Report. When viewed holistically, the revised Program Review process requires less overall work than in previous years. In short, the problem of increased faculty workload is not with Program Review; therefore, there's no reason to change the Program Review cycle schedule.</p> <p>Rebecca provided an update that a discussion with VP Brar that it would be useful to see resource allocation embedded in Program Review when integrated in Courshedog. Alex will work to integrate resource allocation in Program Review via Courshedog.</p>
III. Opening Comments from the Public		<b>Issues Discussed:</b> None.
IV. Action Item: Approval of Meeting Minutes (3/16/26)	<i>Richie</i>	<p><b>Issues Discussed:</b> None.</p> <p><b>Action Taken:</b> Abstention from Cynthia. Approved.</p>
V. Discussion Item: Courshedog Update	<i>Alex</i>	<p><b>Issues Discussed:</b> Alex stated that peer review templates have been built in Courshedog to test Courshedog's capability. Alex will work on developing the Comprehensive Report and Annual Update templates on Courshedog. Rebecca also requested to integrate resource allocation request as part of the templates.</p> <p><b>Follow Up Items:</b> Alex will provide another update at the next meeting.</p>
VI. Discussion Item: Program Review Webpage	<i>Richie</i>	<p><b>Issues Discussed:</b> If Courshedog is not ready for Program Review in Fall 2026, it might be a good idea to put the new template forms and cycle schedule on the PR webpage. In the meantime, the committee will wait until we know Courshedog's status. Otherwise, posting these documents now might confuse people that we'll be using email submissions for Fall 2026 when it has not been determined yet.</p> <p><b>Follow Up Items:</b> N/A.</p>
VII. Discussion Item: Program Review Handbook	<i>Richie</i>	<p><b>Issues Discussed:</b> Since we don't know Courshedog's status and its various functions, it's not possible to make any update this semester. However, since the Program Review Handbook update is done every fall anyway, it'd be best to wait until then.</p> <p><b>Follow Up Items:</b> The committee will update the handbook in the fall.</p>

<p>VIII. Discussion Item: Committee Membership</p>	<p><i>Richie</i></p>	<p><b>Issues Discussed:</b> Many of committee members' terms are up after this semester. Richie reminded committee members to let their divisions know that they either intend to continue or elect someone for their division.</p> <p><b>Follow Up Items:</b> Committee members whose terms are up will inform their divisions about holding elections.</p>
<p>IX. 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>X. <b>NEXT MEETING DATES:</b></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>  <del>8/18/25 (Cancelled)</del>  <del>9/1/25 (No meeting, Labor Day)</del>  <del>9/15/25</del>  <del>10/6/25</del>  <del>10/20/25</del>  <del>11/3/25</del>  <del>11/17/25</del>  <del>12/1/25</del></p> <p><u>Spring 2026:</u>  <del>2/2/26 (No meeting, Spring semester has not started)</del>  <del>2/16/26 (No meeting, President's Day)</del>  <del>3/2/26</del>  <del>3/16/26</del>  <del>4/6/26 (No meeting, Spring Break)</del>  <del>4/20/26</del>  <del>5/4/26</del>  <del>5/18/26</del>  <del>6/1/26</del></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.