

Program Review Committee Meeting Minutes

Monday, May 4, 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: Gary, Samuel, Cynthia

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 thanked the committee for their contributions as the semester is nearing its conclusion. Rebecca thanked the committee as well for their great work and expressed that she has heard good feedback about the new Program Review cycle.
III. Opening Comments from the Public		<u>Issues Discussed:</u> Svetlana reminded everyone about college surveys. Student responses have doubled since the survey began. Surveys remain open until May 6.
IV. Action Item: Approval of Meeting Minutes (4/20/26)	<i>Richie</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Abstentions from Jedi and Joshua. Approved.

V. Discussion Item: Coursedog Update	Alex	Issues Discussed: Alex and Gary will be meeting with Coursedog Rep to discuss starting the implementation of the production of the assessment module. Follow Up Items: More update at the next meeting.
VI. Discussion Item: SLOs and Action Plans	Richie	Issues Discussed: Alex said that all outcome functions are in Coursedog. Action Plans will need to be integrated. Alex and Gary will provide more update. Follow Up Items: More update at the next meeting.
VII. Discussion Item: Peer Review Feedback Forms	Richie	Issues Discussed: The committee had a brief discussion last semester that we might want to simplify the ratings to simply accept or return the report (vs. exemplary, adequate, and need improvement). Joshua said that it does not appear many people are paying attention to the feedback. Linda, however, remarked that ratings matter but may have to simplify with “satisfactory” or “need improvement,” which needs to be sent back. Jedi responded that the feedback process must be meaningful, perhaps also allowing to add an addendum when an inaccurate information is present in the report. Svetlana asked about how the current workflow work is. Richie explained that chairs, faculty, or staff facilitates the process with their respective faculty or staff and then submit the reports to their deans or supervisors. Deans and supervisors then submit the whole packet from their division or area to the Program Review Coordinator by Nov. 15. As PR Coordinator, Richie scanned the reports upon receipt so that he could send back incomplete reports right away before people go on winter break. He also tracked down missing reports during winter intersession. Peer Review process takes place in in early February until early March. The PR Coordinator then sends all the reports along with the reviews to the deans and supervisors to be shared with their faculty and staff. If reports need to be sent back, the PR Coordinator will contact the relevant people. Revision will be accepted (around third week of March) prior to the uploading of the reports and peer reviews on the Program Review webpage by March 31 for the Budget Committee to access them starting April 1. Van talked about the importance of seeing the improvements that programs make as part of the review process. Annamarie expressed that most people do not see or are aware of the reviews. Richie responded by stating that these are sent back to deans and supervisors, so they should be sharing them.

		Svetlana pointed out that there has to be a better process for communicating with department members when resources are received. Annamarie added that people understand the value of program review, but the process is slow. Van also justified why we have to indicate past goals and track their progress. After some discussion, Annamarie suggested that we could simplify the development of the Annual Update Feedback Forms by asking to rate the Annual Update Feedback Form criteria as “Satisfactory” or “Improvement Needed” to test out how it works, since the reports are shorter. The committee is open to this idea. Follow Up Items: Richie will draft feedback forms for the Annual Update Reports for the committee to review at the next meeting.
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.