

# Program Review Committee Meeting Minutes

Monday, February 3, 2020  
L-201  
Time – 3pm – 4:30pm

**Type of Meeting:** *Regular*

**Note Taker:** Stacey Adams

**Committee Members:**

Stacey Adams, Faculty Co-Chair  
Dr. Meeta Goel, Co-Chair  
Dr. Glenn Haller, Outcomes Committee Chair  
Dr. Svetlana Deplazes, Director of IR  
Reina Burgos, Faculty Representative  
Kathy Osburn, Faculty Representative  
Richard Fleishman, Faculty Representative  
Dr. Gary Heaton-Smith, Faculty Representative  
VACANT, Classified Representative  
Dr. Les Uhazy, Academic Affairs  
LaDonna Trimble, Student Services

*Present: Stacey, Glenn, Gary, Kathy, Rich, Svetlana, Meeta*

*Absent: LaDonna, Reina, Les*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b>Issues Discussed:</b> The Program Review session at Spring Opening Day was well-attended and seemingly well-received. Attendees offered a lot of positive feedback regarding the training in Canvas and many made progress on getting their forms, data and starting their reports.
II. Open Comments from the Public		<b>Issues Discussed:</b> none
III. Approval of Meeting Minutes -12/2/2019	<i>Stacey</i>	<b>Issues Discussed:</b> Approved unanimously <b>Action Taken:</b>
IV. Accreditation Mid-Term Report	<i>Meeta</i>	<b>Issues Discussed:</b> Meeta shared the list of tasks to be worked on for the Accreditation Mid-Term report and solicited help in writing particular sections. <b>Action Taken:</b> <b>Follow Up Items:</b>
V. Due Date of Program Review	<i>Meeta</i>	<b>Issues Discussed:</b> Meeta brought up the issue that the Program Review due date is not well-aligned with the budget request due dates. The committee discussed the reasons why we changed to a Spring due date instead of Fall. <b>Action Taken:</b> <b>Follow Up Items:</b> The PR Committee will continue the discussion and wants to get input from non-instructional

		areas, and may consider changing the due date to the Fall semester, possibly 10/31 so Program Review could be used for budget requests due in Dec/Jan.
VI. Committee Structure	<i>Stacey</i>	<p><b>Issues Discussed:</b> Committee Structure will be voted on at the Academic Senate meeting on 2/6/20. We will hopefully have 5 new division reps joining us in March.</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
VII. PR Peer Review Form	<i>Stacey</i>	<p><b>Issues Discussed:</b> Discussion ensued regarding “Comprehensive” vs “Annual Update” and it was suggested that maybe all of the reports be reviewed each year. There are 17 reports each year. Discussion continued about the problems with the current Peer Review form and how it doesn’t work for large divisions / areas.</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b> Conversation to be continued, but committee is leaning toward getting rid of rubric and using narrative comments. More thought and discussion is needed.</p>
VIII. Committee Member Responsibilities / PR Checklist	<i>Stacey</i>	<p><b>Issues Discussed:</b> Kathy suggested making a division rep training in Canvas. Reina created a draft checklist for division reps to use to screen PR reports before submission.</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b> Stacey will use Reina’s form as a starting point and bring a checklist document next meeting for the committee to review. We will plan to train new committee members at our 3/16 meeting, pointing them to the existing PR Training in Canvas, and utilizing the screening checklist.</p>
IX. Budget Committee Update	<i>Rich</i>	<p><b>Issues Discussed:</b> no report</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
X. NEXT MEETING DATE:		<p><b>Future Meeting Dates:</b>  <i>Fall 2019: 9/16, 10/7, 10/21, 11/4, 11/18, 12/2</i>  <i>Spring 2020: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18</i></p>