

Program Review Committee Meeting Minutes

Monday, September 21, 2020
via ZOOM 991 5688 4024
<https://cccconfer.zoom.us/j/99156884024>
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
Vanessa Escobar, Research Analyst
Reina Burgos, Counseling Division Representative
Richard Fleishman, CTE Division Representative
Dr. Gary Heaton-Smith, A&H Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
VACANT, MSE Division Representative
Ronda Nogales, R&L Division Representative
Wendy Stout, HSS Division Representative
Van Rider, Library Division Representative
Kristine Oliveira, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Christos Valiotis, Academic Dean, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Meeta, Glenn, Vanessa, Reina, Gary, Cynthia, Wendy, Van, LaDonna, Christos, Rich, Ronda

Absent: Kristine

Guests: Svetlana

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Consider adding Svetlana by position to PR Committee
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Action Item: Approval of Meeting Minutes -8/31/2020	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Approved, 1 abstention
IV. Discussion Item: Program Review Date Change	<i>Meeta</i>	<u>Issues Discussed:</u> Discussion ensued regarding Action Plans, Program Review and due dates. <u>Follow Up Items:</u> Stacey will be speaking at an Academic Senate meeting soon to clarify these issues and will be sending out an email message in October to the campus regarding what needs to be done for Program Review.
V. Discussion Item: 2020-2021 Goals – First steps	<i>Stacey</i>	<u>Issues Discussed:</u> Goal #1 - Rich shared that he and Svetlana are trying to work with the Budget Committee to “automate” the process of Program Review Resource Requests becoming

		<p>Budget Requests. Goal #2 – Program Review data was used a lot in writing Accreditation reports. We’ll also see on Program Review reports, comments about progress toward achieving Action Plans and Program Review goals from the past. AVC has been making progress in closing its equity gaps, but we may need to include equity data in our program review template in the future.</p> <p>Follow Up Items: Spring 2021: Review Program Review template and Program Review data to include analysis of equity data.</p>
VI. Discussion Item: Define the role of the division reps - Feedback	<i>Division Reps</i>	<p>Issues Discussed: Need more eLumen training (Outcomes & Action Plans... needs to be brought up to Outcomes Committee. LaDonna suggested providing the Peer Review template so areas can see what they are being “graded” on. Division Reps need to act as a support to their divisions to help them organize and get complete Program Review reports turned in on time.</p> <p>Follow Up Items:</p>
VII. Discussion Item: Training for new committee members	<i>Stacey</i>	<p>Issues Discussed: Tabled until next meeting</p> <p>Follow Up Items:</p>
VIII. Data Training	<i>Svetlana</i>	<p>Issues Discussed: Svetlana demonstrated using Data Dashboards.</p> <p>Follow Up Items: Committee members are asked to go to the Data Dashboard and learn how to access data and bring questions to the next meeting.</p>
IX. Discussion Item: Support & Workshops	<i>Stacey</i>	<p>Issues Discussed: Tabled until next meeting</p> <p>Follow Up Items:</p>
X. Program Review Q&A	<i>All</i>	<p>Issues Discussed: Tabled until next meeting</p> <p>Follow Up Items:</p>
XI. Information Item: What’s Ahead this Semester	<i>Stacey</i>	<ul style="list-style-type: none"> • support Outcomes with Actions Plans and prepare for Action Plans to be moved to Program Review • discuss and clarify Peer Review process • provide support / workshops for those writing PR reports • discuss Comprehensive v Annual Update, what that means and if we should change it • consider adjustments needed to program review data • update PR Handbook • work on improving program review/planning and budgeting alignment • receive Program Review reports due 11/15 • form peer review teams, do peer review, provide feedback on reports
XII. NEXT MEETING DATE:		<p>Future Meeting Dates: <i>Fall 2020: 8/31*, 9/24, 10/5, 10/19, 11/2, 11/16</i> <i>Spring 2021:</i></p>



Program Review Goals for 2020-2021

- 1) Work toward better alignment of resource requests with the Budget Committee.
- 2) Strengthen connections between success, retention and equity data trends, and actual actions taken.
- 3) Work on moving beyond a culture of compliance toward a culture of utilizing Action Plans for Program Review in the strategic planning and budgeting process.