



Program Review Committee Meeting Minutes

Monday, October 19, 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, Van, Wendy, Vanessa, Reina, Glenn, LaDonna, Meeta, Gary, Rich, Ronda, Christos

Absent: Cynthia, Kristine

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> none
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Action Item: Approval of Meeting Minutes -10/5/2020	<i>Stacey</i>	<u>Issues Discussed:</u> no discussion <u>Action Taken:</u> Approved, 1 abstention
IV. Discussion Item: Outcomes Committee Structure (and what it means for PR Committee)	<i>Stacey / Glenn / Van</i>	<u>Issues Discussed:</u> PR Committee is now responsible for Action Plans. <u>Follow Up Items:</u> We will discuss Action Plans more in Spring 2021, preparing to support writing Action Plans in Aug/Sep 2021.
V. Discussion: Vision, Mission, & Values	<i>Meeta</i>	<u>Issues Discussed:</u> Meeta shared the college Vision, Mission & Values from the AVC website. <u>Follow Up Items:</u> We will be looking at revising the Program Review template in Spring 2021 for next year, and when doing

		so should consider how we can strengthen the connection to Vision, Mission & Values.
VI. Discussion Item: Peer Review Process & Form	<i>Stacey</i>	<p><u>Issues Discussed:</u> The current Peer Review form provides feedback to each division, but especially for large and diverse divisions / areas, we end up writing comments for each discipline / area at the bottom of the report and sometimes don't know which checkbox to choose for the division / area overall at the top of the form. Lengthy discussion ensued regarding providing a formal peer review report for each discipline, vs. each department, vs. division overall, with comments by discipline.</p> <p><u>Follow Up Items:</u> We will hold off on making any changes right now and will reflect on this as we go through this peer review season. Re-address in Spring 2021.</p>
VII. Discussion Item: Comprehensive v Annual Update	<i>Stacey</i>	<p><u>Issues Discussed:</u> In the past there was a significant difference in Comprehensive Reports versus Annual Updates. We continue to use four-year cycle that was previously laid out through 2025, with Comprehensive in Year 1, followed by three years of Annual Updates, though the cycle and the terminology may not be relevant anymore. Currently, the only difference is that Comprehensive reports are reviewed by a Peer Team, which provides formal feedback, while Annual Update reports are read by the PR Coordinator/Faculty Co-Chair and receive informal feedback to help improve report writing for the next year. Last Spring, the PR Committee discussed the possibility of removing the Comprehensive and Annual Update report terminology to avoid any confusion.</p> <p><u>Follow Up Items:</u> We will plan for all 2019-2020 reports to undergo Peer Review and receive formal Peer Review report this time. We will hold off on making any decision regarding the use of Comprehensive and Annual Update terminology until Meeta looks at what other colleges are doing and offers guidance.</p>
VIII. 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



		<ul style="list-style-type: none"> • form peer review teams, do peer review, provide feedback on reports
IX. NEXT MEETING DATE:		Future Meeting Dates: <i>Fall 2020: 8/31*, 9/21, 10/5, 10/19, 11/2, 11/16</i> <i>Spring 2021:</i>

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.