

# Program Review Committee Meeting Minutes

Monday, February 1, 2021

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  
 VACANT, Faculty at Large Representative  
 LaDonna Trimble, Student Services  
 VACANT, Classified Representative  
 Christos Valiotis, Academic Dean, Academic Affairs  
 VACANT, ASO Representative

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

*Absent: Christos*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey - Program Review is moving slowly, but we're moving forward. We're still collecting Program Review reports and have a long way to go with Peer Review. My goal is to get all the reports peer reviewed and posted to the PR website by the end of February. There is a lot of work left to be done. Meeta – AVC's mid-term Accreditation Report was accepted and received positive comments in terms of use of equity data.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> none
III. Action Item: Approval of Meeting Minutes -11/16/2020	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> no comments <b><u>Action Taken:</u></b> Approved, 1 abstention
IV. Discussion Item: Peer Review Assignments in Canvas	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Please be sure to complete your Peer Review assignments in Canvas. Stacey will be pushing out

		<p>more Peer Review assignments in the next few days. LaDonna and Rich shared comments and concerns from the Budget Committee about using the Program Review reports to support Budget Proposals/Requests. Stacey will reach out to the Budget Committee Co-Chairs to follow-up. This is all part of our new due date to better align with the budgeting process.</p> <p><b>Follow Up Items:</b> Complete your Peer Review and submit via Canvas. Stacey will reach out to the Budget Committee Co-Chairs to follow-up.</p>
V. Action Item: Comprehensive v Annual Update	Stacey	<p><b>Issues Discussed:</b> Motion to remove the terminology “Comprehensive and Annual Update” from Program Review. Reps shared feedback that faculty find the old terminology confusing since we now use the same form and write the same report each year.</p> <p><b>Action Taken:</b> Approved unanimously</p>
VI. Discussion Item: Adjustments to program review data for 2020-2021	Stacey	<p><b>Issues Discussed:</b> One of our goals is “Strengthen connections between success, retention and equity data trends, and actual actions taken.” We need to consider what data we should use for Program Review to help achieve this goal. Some are utilizing Equity data, S&amp;R by Demographic. Meeta share various different data dashboards and Meeta and LaDonna commented on the importance of the Vision for Success data, that we should consider incorporating.</p> <p><b>Follow Up Items:</b> Look at data dashboards, gather input from constituents regarding data they would find useful for Program Review. We will continue to discuss the use of data in PR at our next meeting.</p>
VII. Discussion Item: Transfer the responsibility of Action Plans to the PR Committee -develop process / forms -support and tutorials to be used in Aug/Sep 2021	Stacey	<p><b>Issues Discussed:</b> The responsibility of Action Plans is moving from Outcomes to PR. The PR Committee needs to be prepared to provide forms, training and support to the campus in August to write effective Action Plans based on Outcomes data.</p> <p><b>Follow Up Items:</b> Glenn will send files to Stacey. Continue to discuss at next meeting.</p>
VIII. Information Item: What’s Ahead This Year	Stacey	<ul style="list-style-type: none"> <li>• Receive Program Review reports due 11/15</li> <li>• Form peer review teams, do peer review, provide feedback on reports</li> <li>• Transfer the responsibility of Action Plans to the PR Committee and developing forms, support and tutorials to be used in Aug/Sep 2021</li> <li>• Discuss Comprehensive v Annual Update, what that means and if we should change it</li> <li>• Consider adjustments needed to program review data</li> </ul>



		<ul style="list-style-type: none"> <li>• Work on improving program review/planning and budgeting alignment</li> <li>• Update PR Handbook based on the items above</li> </ul>
IX. <b>NEXT MEETING DATES:</b>		<b>Future Meeting Dates:</b> <i>Fall 2020: <del>8/31*</del>, 9/21, 10/5, 10/19, 11/2, 11/16</i> <i>Spring 2021: <del>2/1</del>, 3/1, 3/15, 4/5, 4/19, 5/3</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.