

# Program Review Committee Meeting Minutes

Monday, March 15, 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, Rich, Vanessa, Cynthia, Gary, Reina, LaDonna, Christos, Ronda, Meeta, Van*

*Absent: Glenn, Wendy*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Meeta showed how to find Planning Documents on the IERP webpage. She shared information about the college strategic plan and discussed strengthening alignment / connection to Program Review.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Action Item: Approval of Meeting Minutes -3/1/2021	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> Approved unanimously
IV. Discussion Item: Peer Review Status	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> Done, please reply to draft peer review report emails. <b><u>Follow Up Items:</u></b> Stacey will send finalized peer review reports out to divisions / areas, then post to the Program Review webpage.

V. Discussion Item: Adjustments to program review data for 2020-2021	Stacey / Meeta	<b>Issues Discussed:</b> Nothing additional at this time. <b>Follow Up Items:</b>
VI. 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	<b>Issues Discussed:</b> A lengthy discussion ensued reviewing the current state of the Action Plan process, forms, storage and participation. The purpose of Action Plans should be to connect SLO, PLO and OO data findings to the Program Review report, where broader, more formal goals can be established, and resources can be requested. <b>Follow Up Items:</b> All committee members should review Action Plans and Program Review reports from their areas and bring ideas for improvement, changes, training, etc. to next meeting.
VII. Information Item: What's Ahead This Year	Stacey	<p><u>SPRING:</u></p> <ul style="list-style-type: none"> <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>• Consider adjustments needed to program review data</li> <li>• Work on improving program review/planning and budgeting alignment</li> <li>• Update PR Handbook based on the items above</li> </ul> <p><u>SUMMER:</u></p> <ul style="list-style-type: none"> <li>• Update Program Review report template for 2020-2021</li> <li>• Update PR Training in Canvas</li> </ul> <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>✓ Discuss Comprehensive v Annual Update, what that means and if we should change it</li> </ul>
VIII. NEXT MEETING DATES:		<b>Future Meeting Dates:</b> <i>Fall 2020: 8/31*, 9/21, 10/5, 10/19, 11/2, 11/16</i> <i>Spring 2021: 2/1, 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.