

Program Review Committee Meeting Minutes

Monday, September 20, 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. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative
Vanessa Escobar, Research Analyst
Dr. Glenn Haller, Kinesiology & Athletics Division Representative
Reina Burgos, Counseling Division Representative
VACANT, CTE Division Representative
Richard Fleishman, S&BS Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
Joshua Strong, MSE Division Representative
VACANT, R&L Division Representative
Wendy Stout, HSS Division Representative
Van Rider, Library Division Representative
Megan Owens, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Christos Valiotis, Academic Dean, Academic Affairs
VACANT, ASO Representative

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

Absent:

Guests: Svetlana Deplazes

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey shared that she presented the Outcomes Analysis training at the Dean's & Chairs meeting on 9/17 and it was seemingly well-received.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -8/30/2021	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> approved unanimously <u>Follow Up Items:</u> Stacey to post to PR webpage
IV. Action Item: Committee Structure - ex-officio position, eLumen Data steward, non-voting	<i>Stacey</i>	<u>Issues Discussed:</u> The committee discussed the importance of utilizing eLumen and eventually moving more of the Program Review process into eLumen. (See more under VI. Discussion Item: Outcome Analysis)

		<p><u>Action Taken:</u> approved unanimously</p> <p><u>Follow Up Items:</u> Stacey to forward recommendation to Senate for approval</p>
V. Action Item: PR Committee Goals 2021-2022 (again)	<i>Stacey</i>	<p><u>Issues Discussed:</u> Minutes from prior meeting were lost, including the Goals set by the committee. Stacey re-typed them from memory and wants the committee to double-check that the goals are accurately captured as previously approved (8/30 meeting)</p> <p><u>Action Taken:</u> approved unanimously</p> <p><u>Follow Up Items:</u></p>
VI. Discussion Item: Outcomes Analysis	<i>Stacey</i>	<p><u>Issues Discussed:</u> Svetlana demonstrated the Strategic Initiative function in eLumen that could be useful for Outcomes Analysis in the future. She also showed a simpler way to download outcomes data reports by discipline and then used them for Outcomes Analysis, both in Excel and CSV format. The committee had extensive conversation about these new developments, as this could change / improve the current Outcomes Analysis due 9/30.</p> <p><u>Action Taken:</u> A formal vote was not taken, but the consensus was that Svetlana would provide the outcomes data reports in Excel by discipline, placing them in the Outcomes Analysis folder for each department on Google Drive. This will save department chairs from the spreadsheet work explained in training.</p> <p><u>Follow Up Items:</u> Stacey will communicate to department chairs about this improvement and provide instruction. PR Division reps should contact their department chairs about this change and also encourage chairs to hold a department meeting to work on Outcomes Analysis with department faculty.</p>
VII. Information Item: What's Ahead This Year	<i>Stacey</i>	<p><u>FALL:</u></p> <ul style="list-style-type: none"> ● Provide Program Review Training throughout campus as needed. ● Division Reps will provide support in the Program Review process to their divisions. ● Receive Program Review reports due 11/15 ● Form peer review teams, begin working on Peer Review reports <p><u>SPRING:</u></p> <ul style="list-style-type: none"> ● Complete Peer Reviews of Program Review reports, provide feedback to each program. ● Consider changes needed to Program Review.

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<p>VIII. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: <i>Fall 2021: 8/30*, 9/20, 10/4, 10/18, 11/1, 11/15</i> <i>Spring 2022:</i></p>

Program Review Goals for 2021-2022

- 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) Utilize Program Review for continuous improvement.
- 4) Improve communication about Program Review with the campus community.