



Program Review Committee Meeting Minutes

Monday, October 18, 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. Svetlana Deplazes, eLumen Data Steward
- Dr. Glenn Haller, Kinesiology & Athletics Division Representative
- Reina Burgos, Counseling Division Representative
- Joe Owens, CTE Division Representative
- Richard Fleishman, S&BS Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- Sawsan Farrukh, 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: Stacey, Reina, Wendy, Megan, Cynthia, Joe, Rich, Joshua, Christos, LaDonna, Sawsan, Gary, Meeta, Svetlana, Vanessa

Absent: Van, Glenn

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey welcomed the new CTE division rep, Joe Owens. All academic divisions now have reps!
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -10/4/2021	<i>Stacey</i>	<u>Issues Discussed:</u> approved unanimously <u>Action Taken:</u> <u>Follow Up Items:</u> Stacey to post to Program Review webpage
IV. Discussion Item: Outcomes Analysis Status / Help	<i>Stacey</i>	<u>Issues Discussed:</u> Discussion of status and issues with completing Outcomes Analysis. Overall faculty are happy with the reports Svetlana provided in Google Drive. It made the

		<p>process much easier. Difficulties included faculty / chairs not being familiar with Google Drive and unable to find their reports, PLO data not provided because mapping is not completed in eLumen, multiple assessments planned for the SLO creating lack of continuity of data, no trend data (just 1 year), not sure where to find last year's Action Plans.</p> <p>Follow Up Items:</p> <ul style="list-style-type: none"> • Need to train / help department chairs with planning assessments correctly in eLumen (Outcomes Committee). • Need to learn about mapping SLOs to PLOs (to ILOs???) in eLumen. Svetlana said other colleges are having issue with this and it disappears after a year (Outcomes Committee). • AVC faculty and staff need to learn how to use Google Drive and Excel more proficiently.
<p>V. Discussion Item: Program Review Reports & Support</p>	<p><i>Stacey</i></p>	<p>Issues Discussed: Program Review reports are due 11/15. Division reps need to encourage their deans and department chairs to set a due date for reports to be turned in for review and compiling, likely well before 11/15. Division reps need to work with department chairs and division faculty to assist in getting Program Review completed well and on time.</p> <p>Recommended resources:</p> <ul style="list-style-type: none"> • Program Review Training in Canvas • Look at last year's Program Review report AND PEER REVIEW FEEDBACK <p>Follow Up Items: We'll check on progress and concerns at next meeting on 11/1. Stacey will try to find a date to offer an open PR workshop via Zoom and will also reach out to deans and department chairs to see if they want a workshop for their area.</p>
<p>VI. Information Item: What's Ahead This Year</p>	<p><i>Stacey</i></p>	<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. <p>-----</p>



		<ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide Outcomes Analysis training for Department Chairs and other faculty as needed
VII. NEXT MEETING DATES:		Future Meeting Dates: <i>Fall 2021: 8/30*, 9/20, 10/4, 10/18, 11/1, 11/15</i> <i>Spring 2022:</i>

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.