



Program Review Committee Meeting Minutes

Monday, November 7, 2022
 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
- Cindy Vargas, Athletics & Kinesiology Division Representative
- Reina Burgos, Counseling Division Representative
- Samuel Padilla, CTE Division Representative
- Richard Fleishman, S&BS Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- Ronda Nogales (Karen Heinzman), Language & Comm Arts 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, Rich, Cindy, Gary, Joshua, Reina, Van, Vanessa, Wendy, Christos, Svetlana, Cynthia, Samuel, Karen, Megan, LaDonna

Absent: Meeta

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey presented and provided support to Student Services earlier today. Overall, they are well underway on their reports. Main questions revolved around Part 2C (relating to Operational Outcomes and Action Plans, many did not know what these are). In the future we may also want to consider two separate Program Review templates (as we did many years ago), one for academic areas and one for non-instructional areas, like Student Services.
II. Open Comments from the Public		<u>Issues Discussed:</u> none

<p>III. Action Item: Approval of Meeting Minutes -10/17/2022</p>	<p>Stacey</p>	<p>Issues Discussed: Action Taken: approved, 3 abstentions Follow Up Items: Stacey to post to PR webpage</p>
<p>IV. Discussion: Program Review & Your Role</p>	<p>Stacey</p>	<p>Issues Discussed: Please continue to support your division in this final week of writing Program Review reports! Be a cheerleader and a resource! Follow Up Items:</p>
<p>V. Discussion: Changing the Peer Review Process & Form</p>	<p>Stacey</p>	<p>Issues Discussed: A robust conversation ensued regarding the Peer Review process, form, type of feedback (written comments vs rubric /checkbox style), peer review by academic discipline vs academic division, etc. Many ideas and comments were shared. We looked at Reina’s draft of a new Peer Review form. We discussed how to organize the work and possibly using committee meeting time in the Spring to accomplish the task of Peer Review, allowing us to meet together and collaborate without duplicating efforts. The goal is to provide meaningful feedback in an effective and efficient manner. Follow Up Items: Stacey is going to work on making a new Peer Review form, based on Reina’s draft, update it to match our current Program Review template sections, and then look into how to best assign, distribute, and then collect back the forms, to be compiled and returned to divisions.</p>
<p>VI. Discussion: Accreditation – QFE #1 eLumen & Program Review</p>	<p>Stacey / Svetlana / Meeta</p>	<p>Issues Discussed: Stacey and Svetlana briefly shared about QFE #1 and the direction that AVC is going in trying to integrate more of our processes in eLumen. Follow Up Items: In the Spring, we may need to consider the concept of moving Program Review into eLumen.</p>
<p>VII. Discussion: Looking Ahead – The future of Program Review</p>	<p>Stacey</p>	<p>Issues Discussed: In the Spring, we may need to consider the concept of moving Program Review into eLumen, as well as considering a different Program Review template for non-instructional areas. Follow Up Items: Spring discussions</p>
<p>VIII. Information Item: What’s Ahead This Year</p>		<p>FALL:</p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide CIP instructions & training, due 9/30 ✓ Update and provide Program Review Training <ul style="list-style-type: none"> ▪ Division Reps will provide support in the Program Review process to their divisions. ▪ Receive Program Review reports due 11/15 ▪ Define the peer review process, train committee members. <p>SPRING:</p> <ul style="list-style-type: none"> ▪ Form peer review teams, begin working on Peer Review reports.

	<ul style="list-style-type: none"> ▪ Complete Peer Reviews of Program Review reports, provide feedback to each program. ▪ Consider changes needed to Program Review process, forms, committee, etc.
<p>IX. NEXT MEETING DATES:</p>	<p>Future Meeting Dates: 8/15/22 (cancel) 8/29/22* 5th Monday 9/5/22 (Labor Day, no meeting) 9/19/22 10/3/22 10/17/22 11/7/22 11/21/22 1/16/23 (MLK Day, no meeting) 2/6/23 2/20/23 (President's Day, no meeting) 3/6/23 (Spring Break, no meeting) 3/20/23 4/3/23 4/17/23 5/1/23</p>

Program Review Goals for 2022-2023

- 1) Work toward better alignment of resource requests with the Budget Committee.
- 2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
- 3) Improve communication about Program Review with the campus community.