



Program Review Committee Meeting Minutes

Monday, February 6, 2023
 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
- VACANT, 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, Megan, Reina, Wendy, Rich, Josh, Cindy, Gary, Meeta, Vanessa, Cynthia,

Absent: Samuel, Ronda, LaDonna, Christos

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> none
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Action Item: Approval of Meeting Minutes -1/30/2023	<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. Discussion: Program Review Changes:	<i>Stacey</i>	<u>Issues Discussed:</u> Each spring we look at our Program Review process and form. This year we also need to consider additional factors, which are possibly going back to having a separate PR

<p>a. What revisions to the PR template should we consider?</p> <p>b. Should we have separate Academic & Operational templates?</p> <p>c. Should we move Program Review into eLumen?</p>		<p>template for operational areas (non-academic), and possibly moving Program Review into eLumen. This discussion is to be continued at our 3/20 meeting.</p> <p><u>Follow Up Items:</u></p> <p>Everyone should take notes while doing Peer Reviews for 1) suggested changes to Program Review template to be considered this Spring 2) suggested changes to Peer Review form to be considered in the Fall.</p> <p>We should gather input from operational area PR report writers regarding having a separate PR template.</p> <p>Stacey and Svetlana should meet regarding eLumen and figure out the hurdles we face and a possible timeline.</p>
<p>V. Peer Review Working Session</p>	<p><i>Stacey / All Committee members</i></p>	<p><u>Issues Discussed:</u> The committee reviewed one more HSS discipline report together as a norming session, then broke into pairs for Peer Review assignments.</p> <p><u>Follow Up Items:</u> Peer Reviews are “due” (submit in Canvas) March 10th or earlier. Stacey will be adding additional Peer Review assignments as needed. We need Peer Review completed by our 3/20 meeting.</p>
<p>VI. Information Item: What’s Ahead This Year</p>		<p><u>FALL:</u></p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide CIP instructions & training, due 9/30 ✓ Update and provide Program Review Training ✓ 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 <p><u>SPRING:</u></p> <ul style="list-style-type: none"> ▪ Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports. ▪ Complete Peer Reviews of Program Review reports, provide feedback to each program. ▪ Consider changes needed to Program Review process, forms, committee, etc. <ul style="list-style-type: none"> ○ What revisions to the PR template should we consider? ○ Should we have separate Academic & Operational templates? ○ Should we move Program Review into eLumen?



		<ul style="list-style-type: none"> ○ What changes are needed for the Peer Review process & form?
<p>VII. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: 1/16/23 (MLK Day, no meeting) 1/30/23* 5th Monday, Peer Review Work Session 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.