



# Program Review Committee Meeting Minutes

Monday, April 3, 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, Cindy, Cynthia, Josh, Reina, Christos, Meeta, Rich, Svetlana, Megan, Wendy*

*Absent: Gary, LaDonna,*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Meeta shared a short planning update, explaining that AVC is trying to pull in multiple initiatives which is a bit complicated, but hoping to create a 3 year plan.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> none
III. Action Item: Approval of Meeting Minutes -3/20/2023	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> approved, 2 abstentions <b><u>Follow Up Items:</u></b> Stacey will post to PR webpage
IV. Accreditation Update	<i>Meeta</i>	<b><u>Issues Discussed:</u></b> Meeta gave an update regarding the meeting with the Accreditation team, their comments and findings. They

		<p>indicated that we are meeting the standards. They have 5 requests for additional information.</p> <p><b>Action Taken:</b></p> <p><b>Follow Up Items:</b></p>
V. Program Review Reports & Peer Review Status	Stacey	<p><b>Issues Discussed:</b> One report in Peer Review, one more report outstanding. Stacey is reviewing the Peer Review reports and making minor adjustments for consistency in our feedback.</p> <p><b>Follow Up Items:</b> Hoping to have all Program Review reports posted on the PR webpage, and Peer Reviews back to divisions / areas in May.</p>
<p>VI. Discussion: Program Review Changes:</p> <p>a. What revisions to the PR template should we consider?</p> <p>b. Should we have separate Academic &amp; Operational templates?</p> <p>c. Should we move Program Review into eLumen?</p>	Stacey	<p><b>Issues Discussed:</b></p> <p>a. Lengthy review and discussion about draft PR report template, including discussions about Equity, data, resource requests.</p> <p>b. Meeta shared feedback from SPBC meeting, which was not very decisive. She also discussed the idea of creating a separate Operational template with President Zellet, and the feeling was that this is something that should be done carefully and thoughtfully, and not rushed. Stacey commented that we may want to wait to make this change to coincide with moving to eLumen in the future. Too much change too often is challenging and overwhelming, so we may want to remain with one template for the 2023-2024 AY for consistency.</p> <p>c. eLumen – more to follow, considering Fall 2024 timeline target</p> <p><b>Follow Up Items:</b></p> <p>a. Svetlana and Vanessa indicated that they would work on guiding questions for an Equity section, as well as table for Part 4 resources. All committee members, please review the draft and send recommended changes ahead of next meeting. We are hoping to bring the revised PR report template as an Action Item for our 4/17 meeting.</p>
I. Information Item: What's Ahead This Year		<p><b>FALL:</b></p> <ul style="list-style-type: none"> <li>✓ Provide updated PR Handbook</li> <li>✓ Provide CIP instructions &amp; training, due 9/30</li> <li>✓ Update and provide Program Review Training</li> <li>✓ Division Reps will provide support in the Program Review process to their divisions.</li> <li>✓ Receive Program Review reports due 11/15</li> <li>✓ Define the peer review process</li> </ul> <p><b>SPRING:</b></p>

		<ul style="list-style-type: none"> <li>▪ Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports.</li> <li>▪ Complete Peer Reviews of Program Review reports, provide feedback to each program.</li> <li>▪ Consider changes needed to Program Review process, forms, committee, etc.             <ul style="list-style-type: none"> <li>○ What revisions to the PR template should we consider?</li> <li>○ Should we have separate Academic &amp; Operational templates?</li> <li>○ Should we move Program Review into eLumen?</li> <li>○ What changes are needed for the Peer Review process &amp; form?</li> </ul> </li> </ul>
<p>II. <b>NEXT MEETING DATES:</b></p>		<p><b>Future Meeting Dates:</b>  <del>1/16/23 (MLK Day, no meeting)</del>  <del>1/30/23* 5<sup>th</sup> Monday, Peer Review Work Session</del>  <del>2/6/23</del>  <del>2/20/23 (President's Day, no meeting)</del>  <del>3/6/23 (Spring Break, no meeting)</del>  <del>3/20/23</del>  <del>4/3/23</del>  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.