



# Program Review Committee Meeting Minutes

Monday, April 15, 2024

**MH-321**

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
- VACANT**, eLumen Data Steward
- Cindy Vargas, Athletics & Kinesiology Division Representative
- Reina Burgos, Counseling Division Representative
- Samuel Padilla, CTE Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- VACANT**, Language & Comm Arts Division Representative
- Wendy Stout, HSS Division Representative
- Linda Parker, Library Division Representative
- Megan Owens, Faculty at Large Representative
- LaDonna Trimble, Student Services
- VACANT**, Classified Representative
- Jedi Lobos, Academic Dean, Academic Affairs
- VACANT**, ASO Representative

*Present: Stacey, Cynthia, Cindy, Megan, Wendy, Reina, Vanessa, Josh, Gary, Meeta, Jedi, Linda*

*Absent: Samuel, LaDonna*

*Guests: Wendy Dumas*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b>Issues Discussed:</b> Stacey shared that the Executive Council program review still has not been submitted and that she is still working on getting through all of the peer review reports.
II. Open Comments from the Public		<b>Issues Discussed:</b> none
III. Action Item: Approval of Meeting Minutes -3/18/2024	<i>Stacey</i>	<b>Issues Discussed:</b> <b>Action Taken:</b> Approved, 1 abstention. <b>Follow Up Items:</b> Stacey to post to PR webpage

<p>IV. Discussion: 2023-2026 College Strategic Plan and Goals, Vision 2030</p>	<p><i>Meeta</i></p>	<p><b><u>Issues Discussed:</u></b> Meeta briefly shared about Vision 2030 <b><u>Follow Up Items:</u></b></p>
<p>V. Action Item: PR Template for Non-instructional Areas</p>	<p><i>Stacey</i></p>	<p><b><u>Issues Discussed:</u></b> Lengthy discussion ensued among the committee. Meeta shared feedback from Executive Council regarding using the word “unit” instead of “program” in a few places on the template. It was also suggested that OO’s should be re-named as “Service Area Outcomes.” Renaming OO’s is not under the purview of this committee, so “service area outcomes” was added as a description. The Survey Monkey link in Part 4 was removed based on feedback that Meeta shared from Executive Council, and not getting any response from the Budget Committee to Stacey’s email inquiring about the use of the data from the Survey Monkey Resource Requests. Concerns were presented that we don’t have enough representation from these non-instructional areas, haven’t gathered enough feedback and should consider tabling the vote. Further discussion ensued that the committee has been trying to fill classified vacancy on the committee for approximately 6 years and it remains vacant, the rep from Student Services was not present at the meeting today but has reviewed the template, and we have been soliciting and gathering feedback from non-instructional areas for the entire academic year. Meeta suggested that we may want to consider using Precision Campus for program review in the future. <b><u>Action Taken:</u></b> approved unanimously. <b><u>Follow Up Items:</u></b> Additional changes could be considered over the summer if additional feedback is received. Stacey will finalize the wording in the ESP drop-down and insert a link (Part 3). Gary will provide a link for Outcomes Improvement Plan training to be inserted (Part 2c). The form will be finalized and then training modules for the non-instructional template will be made in Canvas.</p>
<p>VI. Action Item: PR Template for Instructional Areas</p>	<p><i>Stacey</i></p>	<p><b><u>Issues Discussed:</u></b> Only minor changes were discussed among the committee. The Survey Monkey link in Part 4 was removed based on feedback that Meeta shared from Executive Council, and not getting any response from the Budget Committee to Stacey’s email inquiring about the use of the data from the Survey Monkey Resource Requests. <b><u>Action Taken:</u></b> approved unanimously. <b><u>Follow Up Items:</u></b> Stacey will finalize the wording in the ESP drop-down and insert a link (Part 3). The form will be finalized and then the training modules in Canvas will be updated.</p>
<p>VII. Action Item: Course Improvement Plans in eLumen</p>	<p><i>Stacey</i></p>	<p><b><u>Issues Discussed:</u></b> A new #3 was inserted, asking writers to list their course improvement plans. The old #3 became #4. <b><u>Action Taken:</u></b> approved unanimously <b><u>Follow Up Items:</u></b> CIPs need to be created in eLumen for each academic discipline to be ready for use by 9/1.</p>

VIII.	Action Item: “Outcomes Improvement Plans” for Operational Areas	Stacey / Gary	<b>Issues Discussed:</b> tabled, pending further discussion and work from the Outcomes Committee <b>Action Taken:</b> <b>Follow Up Items:</b>
IX.	Discussion Item: Goal #5 Survey	Stacey / Vanessa	<b>Issues Discussed:</b> tabled <b>Follow Up Items:</b> We will look at the survey results and any themes in the responses at one of our first meetings in the fall.
X.	Discussion Item: Progress toward committee goals	Stacey	<b>Issues Discussed:</b> The committee shared comments about progress toward our 2023-2024 goals. Notes can be found at the bottom of the document. <b>Follow Up Items:</b> Stacey will use this feedback to write the committee Annual Report that gets submitted to Academic Senate
XI.	Discussion Item: 2024-2025 Committee Membership	Stacey	<b>Issues Discussed:</b> Cindy Vargas (K&A) and Megan Owens’ (At-Large) terms are expiring on 6/30/24. <b>Follow Up Items:</b> Stacey will contact the Senate for reps to appointed
XII.	Information Item: What’s Ahead This Year		<b>FALL:</b> <ul style="list-style-type: none"> <li>✓ Update and provide Program Review Training in Canvas</li> <li>✓ Review PR Handbook, update as necessary</li> <li>✓ Provide CIP instructions &amp; training, due 9/30</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> <b>SPRING:</b> <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>○ Consider “CIPs” in non-academic areas</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>XIII. NEXT MEETING DATES:</p>	<p><b>Future Meeting Dates:</b> (1<sup>st</sup> &amp; 3<sup>rd</sup> Mondays 3pm – 4:30pm)</p> <p><u>Spring 2024:</u>  <del>1/15/24</del> (MLK Jr. Day, no meeting)  1/29/24 – unofficial meeting – Peer Review norming meeting  <del>2/5/24</del>  <del>2/19/24</del> (President’s Day, no meeting)  <del>3/4/24</del> (Spring Break, no meeting)  <del>3/18/24</del>  <del>4/1/24</del> (Caesar Chavez Day, no meeting)  4/15/24  <i>***May need to consider additional Spring meeting on 4/29/24.</i></p> <p><u>Fall 2024:</u>  8/19/24 (maybe 8/26 instead???)  <del>9/2/24</del> (No meeting, Labor Day)  9/16/24  10/7/24  10/21/24  11/4/24  11/18/24  12/2/24</p> <p><u>Spring 2025:</u>  2/3/25  <del>2/17/25</del> (No meeting, President’s Day)  3/3/25  3/17/25  4/7/25  4/21/25  5/5/25  5/19/25</p>
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**Program Review Committee Goals for 2023-2024**

- 1) Strengthen the connection between the Program Review and the Budget resource allocation and approval process.
  - a. In progress, stagnant due to lack of motion with eLumen,
  - b. lack of communication 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.
  - a. Seeing stronger connection to program review goals, but evidence continuous improvement takes time. We hope to see the results in Part 2C & 2D of the PR reports over time.
- 3) Improve communication about Program Review with the campus community.
  - a. Reps indicate they are getting more feedback & questions
  - b. Implemented survey
  - c. Div reps doing workshops was helpful
- 4) Better support operational areas by improving the Program Review template to foster more meaningful reports.



- a. We created a non-instructional template, and gathered feedback the entire year.
  - b. The template was approved at our 4/15 meeting, and while it may not be perfect for all areas, it is a good starting place and we will continue to gather feedback and make changes.
- 5) Institute a Program Review process evaluation.
- a. We implemented a survey and got good participation in the survey.
  - b. We will be looking at the survey results in more detail in the Fall.