



Program Review Committee Meeting Minutes

Monday, September 16, 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, Kinesiology & Athletics Division Representative
- Reina Burgos, Counseling Division Representative
- Samuel Padilla, Aerospace Industrial Arts & Applied Technologies Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- VACANT, Language & Comm Arts Division Representative
- Jennifer Rock, HSS Division Representative
- Linda Parker, Equity & Student Achievement Representative
- Megan Owens, Faculty at Large Representative
- VACANT, Student Services
- VACANT, Classified Representative
- Dr. Jedi Lobos, Academic Dean, Academic Affairs
- VACANT, ASO Representative

Present: Stacey, Cynthia, Cindy, Gary, Meeta, Sam, Reina, Linda, Megan, Josh, Jennifer, Jedi

Absent: Vanessa

Guests:

Items	Person	Action
I. Action Item: Approval of the Agenda	Stacey	Issues Discussed: added Budget Committee rep Item VI Action Taken: agenda approved
II. Opening Comments from the Co-Chairs	Meeta / Stacey	Issues Discussed: no comments
III. Open Comments from the Public		Issues Discussed: no comments
IV. Action Item: Approval of Meeting Minutes -8/26/2024	Stacey	Issues Discussed: none Action Taken: Approved Follow Up Items: Stacey to post to PR webpage

<p>V. Discussion: Planning & Achieving the Dream</p>	<p><i>Meeta</i></p>	<p>Issues Discussed: Meeta shared an idea to take Goals from Program Review reports as they are connected to ESP goals (SERVES) to help inform the Strategic Plan. There is a survey (ICAT Institutional Capacity Assessment Tool) for Achieving the Dream that has been distributed to employees. The results will be reviewed on October 23rd at the Capacity Café meeting.</p> <p>Follow Up Items: Meeta will follow-up regarding participation.</p>
<p>VI. Action Item: Budget Committee Rep</p>	<p><i>Stacey</i></p>	<p>Issues Discussed: The PR Committee needs a rep to serve as the Liaison to the Budget Committee. No volunteers. There is a meeting on Wed 9/18. Stacey is unable to attend. Motion made for Linda Parker to serve as Stacey’s proxy.</p> <p>Action Taken: Motion for Linda Parker to serve as Stacey’s proxy approved.</p> <p>Follow Up Items: Need a list of future meeting dates</p>
<p>VII. Action Item: 2024-2025 Committee Information Sheet & Membership</p>	<p><i>Stacey</i></p>	<p>Issues Discussed: The committee review the Committee Information Sheet and discussed membership given the re-organization. The committee acknowledged that Workforce Development & Community Engagement is a new division under Academic Affairs, and based on the current committee membership should have a representation. There was discussion and a motion to add a representative from Equity & Student Achievement, which is a new area that includes the Library and Learning Center; and to the change the “research analyst” position to “research analyst / tech” to allow IERP more flexibility depending on its staff.</p> <p>Action Taken: Motion approved to add rep from E&SA, change research analyst to analyst/tech</p> <p>Follow Up Items: Stacey will inquire about FPD hours for proxies.</p>
<p>VIII. Discussion: Course Improvement Plans Status</p>	<p><i>Stacey</i></p>	<p>Issues Discussed: CIPs are still not ready in eLumen. Meeta has contacted eLumen.</p> <p>Follow Up Items: Meeta will let us know when the CIPs are ready</p>
<p>IX. Action Item: 2024-2025 PR Committee Goals</p>	<p><i>Stacey</i></p>	<p>Issues Discussed: The committee further discussed and revised the goals, but did not reach consensus on Goal #2. Tabled until next meeting.</p> <p>8/26 & 9/16 Draft goals for further discussion: DRAFT Program Review Committee Goals for 2024-2025</p> <ol style="list-style-type: none"> 1) Establish and better define the connection between the Program Review and the Budget resource allocation and approval process. 2) Train the campus community to write reflective Course / Outcomes Improvement Plans in support of the college mission.

		<p>3) Improve communication about Program Review with the campus community.</p> <p>4) Evaluate the Non-Instructional Program Review template based on feedback to better support operational areas.</p> <p>5) Utilize the Program Review process evaluation data to make continuous improvements.</p> <p>Action Taken: Tabled until next meeting</p> <p>Follow Up Items: Goal #2 needs more work. We will look at it again next meeting</p>
<p>X. Action Item: PR Handbook Update</p>	<p>Stacey</p>	<p>Issues Discussed: The committee started to the review the handbook for updates but did not have sufficient time to finish.</p> <p>Action Taken: none</p> <p>Follow Up Items: Tabled until next meeting</p>
<p>XI. Information Item: What's Ahead This Year</p>		<p>FALL:</p> <ul style="list-style-type: none"> • Update and provide Program Review Training in Canvas • Review PR Handbook, update as necessary • Provide CIP instructions & training, due 9/30 • 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, update forms as necessary <p>SPRING:</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.
<p>XII. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm)</p> <p><u>Fall 2024:</u> 8/19/24 (8/26 instead) 9/2/24 (No meeting, Labor Day) 9/16/24 10/7/24 10/21/24 11/4/24 11/18/24 12/2/24</p>



Spring 2025:

2/3/25

~~2/17/25~~ (No meeting, President's Day)

3/3/25

3/17/25

4/7/25

4/21/25

5/5/25

5/19/25