



Program Review Committee Meeting Minutes

Monday, October 7, 2024

MH-321

Time – 3pm – 4:30pm

Type of Meeting: *Regular*

Note Taker: Meeta Goel. **Those in Attendance in Blue**

Committee Members:

Stacey Adams, Faculty Co-Chair

Dr. Meeta Goel, Co-Chair

Dr. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative

VACANT, 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

Annamarie Perez, Language & Comm Arts Division Representative

Jennifer Rock, HSS Division Representative

Linda Parker, Equity & Student Achievement Representative

Megan Owens, Faculty at Large Representative

Van Rider, Workforce Development & Community Engagement

VACANT, Student Services

VACANT, Classified Representative

Dr. Jedi Lobos, Academic Dean, Academic Affairs

VACANT, ASO Representative

Present: Meeta, Cindy, Reina, Samuel, Cynthia, Annamarie, Jennifer, Linda, Megan, Van, Jedi

Absent: Stacey, Gary, Josh

Guests:

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Meeta</i>	Issues Discussed: Action Taken: Approved.
II. Opening Comments from the Co-Chairs	<i>Meeta</i>	Issues Discussed: Will discuss with remaining agenda items.
III. Open Comments from the Public		Issues Discussed: None
IV. Action Item: Approval of Meeting Minutes -9/16/2024	<i>Meeta</i>	Issues Discussed: Item VII states: 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. Question for Stacey:

		<p>Workforce Development was added to the 10-7 agenda under Committee Members but is not mentioned in the Actions Taken under this item.</p> <p>Action Taken: To table the 9/16/24 minutes to get clarification on whether a motion was required to add the Strong Workforce rep (Van) or if the approval action was accidentally omitted from the 9/16 minutes.</p> <p>Follow Up Items:</p>
<p>V. Discussion: Course Improvement Plans Status</p>	<p><i>Meeta</i></p>	<p>Issues Discussed: Whether CIPs are available yet. Meeta shared that they are now available in eLumen with Department Chairs as Discipline Coordinators.</p> <p>Follow Up Items: To communicate with Department Chairs that CIPs are available in eLumen and provide instructions.</p>
<p>VI. Action Item: 2024-2025 PR Committee Goals</p>	<p><i>Meeta</i></p>	<p>Issues Discussed: At 9/16 meeting, the committee further discussed and revised the goals, but did not reach consensus on Goal #2 and tabled it until the 10/7 meeting. At the 10/7 meeting, the PRC continued to discuss what to do about Goal 2 and proposed edits to Goal 3 that incorporated key points in Goal 2 and eliminated Goal 2.</p> <p>8/26 & 9/16 Draft goals for further discussion:</p> <p>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. 3) Improve communication about Program Review with the campus community. 4) Collaborate with the campus community to enhance communication, engagement, and implementation of the program review process in alignment with the college mission thereby fostering a culture of continuous self-reflection and dialogue. 5) Evaluate the Non-Instructional Program Review template based on feedback to better support operational areas. 6) Utilize the Program Review process evaluation data to make continuous improvements. <p>Action Taken: PR Goals were revised to take out 2 & 3 and replace with an updated version that covered/included both aspects.</p> <p>Follow Up Items:</p>

<p>VII. Action Item: PR Handbook Update</p>	<p><i>Meeta</i></p>	<p>Issues Discussed: The Committee discussed the types of edits made thus far and what strategies might work for reviewing the remainder of the Handbook.</p> <p>Action Taken: A PR Handbook subgroup was created to include Meeta, Linda, Anamarie, and Van to review the document for appropriate changes prior to the meeting on 11/4. Meeta will share the handbook document and the subgroup will initially communicate progress via email and then have a Zoom meeting just before the 11/4 PR meeting to finalize proposed changes to bring to the PRC.</p> <p>Follow Up Items: Review of proposed changes to the PR Handbook at the 11/4 meeting.</p>
<p>VIII. 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 • Update to "What's Ahead for Fall": Review of the PR Handbook is in process, CIP Instructions and Training are pending (NOT due 9/30) <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>IX. 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> <p><u>Spring 2025:</u></p>



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