



Program Review Committee Meeting Minutes

Monday, November 4, 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

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: Stacey, Cindy, Cynthia, Annamarie, Josh, Meeta, Linda, Megan, Samuel, Jennifer

Absent: Gary, Reina, Van, Jedi

Guests:

Items	Person	Action
I. Action Item: Approval of the Agenda	Stacey / Meeta	<u>Issues Discussed:</u> <u>Action Taken:</u> approved unanimously
II. Opening Comments from the Co-Chairs	Stacey / Meeta	<u>Issues Discussed:</u> no comments
III. Open Comments from the Public		<u>Issues Discussed:</u> none
IV. Action Item: Approval of Meeting Minutes -10/21/2024	Stacey	<u>Issues Discussed:</u> <u>Action Taken:</u> approved unanimously <u>Follow Up Items:</u> Stacey to post to PR webpage

V. Discussion: Program Review in Your Area	Stacey	<p>Issues Discussed: Committee members were asked how Program Review reports were going in their areas and if they needed any support. Stacey commented that the PR data dashboard this year show slightly different data than last year. There are minor inconsistencies, but if it is minor we should proceed.</p> <p>Follow Up Items:</p>
VI. Action Item: Budget Committee Rep	Stacey	<p>Issues Discussed: Academic Senate advised that it is acceptable for someone to serve on both SPC and BC.</p> <p>Action Taken: motion for Linda Parker, approved unanimously</p> <p>Follow Up Items: Pending committee membership approval by Senate, Stacey will inform Senate of new representative.</p>
VII. Action Item: PR Handbook Update	Meeta	<p>Issues Discussed: Meeta walked through the updates to the PR Handbook. They tracked changes in Word so it was clear to the committee what was changed.</p> <p>Action Taken: approved unanimously</p> <p>Follow Up Items: Stacey to send to Senate as information item, and will post to PR Webpage / Canvas Training</p>
VIII. Discussion: PR Survey from Winter/Spring 2024	Stacey	<p>Issues Discussed: The committee reviewed and discussed the results from the Winter/Spring 2024 PR survey, looking for feedback specific to suggestions to change the PR cycle / process.</p> <p>Follow Up Items: Next meeting we will spend time discussing and/or developing a PR survey to gather feedback.</p>
IX. Information Item: What's Ahead This Year		<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.
X. NEXT MEETING DATES:		<p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm)</p> <p><u>Fall 2024:</u> 8/19/24 (8/26 instead)</p>



		<p>9/2/24 (No meeting, Labor Day)</p> <p>9/16/24</p> <p>10/7/24</p> <p>10/21/24</p> <p>11/4/24</p> <p>11/18/24</p> <p>12/2/24</p> <p><u>Spring 2025:</u></p> <p>2/3/25</p> <p>2/17/25 (No meeting, President's Day)</p> <p>3/3/25</p> <p>3/17/25</p> <p>4/7/25</p> <p>4/21/25</p> <p>5/5/25</p> <p>5/19/25</p>
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Program Review Committee Goals for 2024-2025

- 1) Establish and better define the connection between the Program Review and the Budget resource allocation and approval process.
- 2) 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.
- 3) Evaluate the Non-Instructional Program Review template based on feedback to better support operational areas.
- 4) Utilize the Program Review process evaluation data to make continuous improvements.