



Program Review Committee Meeting Minutes

Monday, May 1, 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, Joshua, Megan, Reina, Vanessa, Wendy, Rich, Gary, Svetlana, Cynthia, Meeta, LaDonna

Absent: Christos, Ronda/Karen, Samuel

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey noted that she has been appointed to another 3 year term as PR faculty co-chair. She also noted that several division reps have terms that are expiring as of 6/30/2023. Stacey will reach out to the Senate and Division Deans to ask them to appoint their division reps as soon as possible.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -4/17/2023	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Approved unanimously. <u>Follow Up Items:</u> Stacey to post to PR webpage.

<p>IV. Action Item: Program Review Changes: Revisions to the PR template</p>	<p>Stacey</p>	<p>Issues Discussed: The proposed PR report template was reviewed with the committee. No further changes were made. Action Taken: Approved unanimously. Follow Up Items: Stacey will update Data Retrieval instructions / link in Part 2A. Stacey will insert resource request link in Part 4 if determined to be needed after meeting with Budget Committee. Meeta will provide updated ESP goals when they are available to be inserted in Part 3 table.</p>
<p>V. Discussion: Program Review Committee Goals 2023-2024 AY</p>		<p>Issues Discussed: The Committee reviewed the current year goals and discussed changes to the goals and new goals for the 2023-2024 Academic Year. (See notes at bottom of meeting minutes) Follow Up Items: These suggestions will be taken to the first PR Committee meeting next year for further revision, discussion and approval.</p>
<p>I. Information Item: What's Ahead This Year</p>		<p>FALL:</p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide CIP instructions & training, due 9/30 ✓ Update and provide Program Review Training ✓ 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 <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. <ul style="list-style-type: none"> ○ What revisions to the PR template should we consider? ○ Should we have separate Academic & Operational templates? ○ Should we move Program Review into eLumen? ○ What changes are needed for the Peer Review process & form?
<p>II. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm) <u>Fall 2023:</u> 8/21/23 9/4/23 (Labor Day, no meeting) 9/18/23 10/2/23 10/16/23</p>

		<p>11/6/23 11/20/23 12/4/23</p> <p><u>Spring 2024:</u> 1/15/24 (MLK Jr. Day, no meeting) 2/5/24 2/19/24 (President's Day, no meeting) 3/4/24 (Spring Break, no meeting) 3/18/24 4/1/24 (Caesar Chavez Day, no meeting) 4/15/24</p>
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Program Review Committee Goals for 2022-2023 & Progress

- 1) Work toward better alignment of resource requests with the Budget Committee.
 - a. In Progress: we've talked a lot but little action, maybe even a step backwards as we can't see the resource requests in the Fall 2022 Program Review reports, but rather only in Excel file.
 - b. Need to follow-up with Budget Committee. (Need to further discuss process with Shami. Need to suggest training deans/directors on budget request process and relying on PR reports as first source.)
- 2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
 - a. In progress: continue ... we provide the structure through the template, response in Part 2C and 2D is our evidence of work that is being done.
 - b. Difficult to show our progress on this or demonstrate evidence. May need a more measurable goal in the future.
- 3) Improve communication about Program Review with the campus community.
 - a. In progress: we need to better train our PR committee reps, we will need new training related to new template and additional data analysis.
 - b. Need better communication to clarify resource requests versus budget requests.

DRAFT Program Review Committee Goals for 2023-2024

- 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. *(needs to be more measurable?)*
- 3) Improve communication about Program Review with the campus community. *(needs to be more measurable?) Maybe a campus survey about program review next year? Need to get reps from all divisions present at meetings. Maybe a recap at the end of meetings on what to share with our Divisions for "next steps"*
- 4) Supporting Operational Areas through Program Review and consider building a PR template more specific and relevant to Operational Areas