

# Program Review Committee Meeting Minutes

Monday, October 5, 2020

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. Glenn Haller, Outcomes Committee Chair  
 Vanessa Escobar, Research Analyst  
 Reina Burgos, Counseling Division Representative  
 Richard Fleishman, CTE Division Representative  
 Dr. Gary Heaton-Smith, A&H Division Representative  
 Dr. Cynthia Lehman, S&BS Division Representative  
 VACANT, MSE Division Representative  
 Ronda Nogales, R&L Division Representative  
 Wendy Stout, HSS Division Representative  
 Van Rider, Library Division Representative  
 Kristine Oliveira, Faculty at Large Representative  
 LaDonna Trimble, Student Services  
 VACANT, Classified Representative  
 Christos Valiotis, Academic Dean, Academic Affairs  
 VACANT, ASO Representative

*Present: Stacey, Cynthia, LaDonna, Reina, Ronda, Wendy, Gary, Vanessa,*

*Absent: Meeta, Van, Richard, Glenn, Kristine, Christos*

*Guests: Svetlana*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Hoping that the pressure of Action Plans and Curriculum revisions has passed, next week, Stacey will be sending out an email on behalf of the PR Committee to campus leaders (President, VPs, Directors, Deans, Department Chairs) regarding Program Review, due date, instructions, expectations, help & workshops.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> Svetlana brought up the terminology “Action Plans” in eLumen versus what our campus calls Action Plans and how they differ. We will be addressing Action Plans, what to call them, how to do them and how they connect Outcomes to Program Review in the Spring. (This relates to our PR Committee Goal #3.)
III. Action Item: Approval of Meeting Minutes -9/21/2020	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> unanimously approved

IV. Discussion Item: Training for new committee members	Stacey	<p><b>Issues Discussed:</b> A few commented that Program Review training in Canvas was very useful and was very helpful for first time report writers.</p> <p><b>Follow Up Items:</b> Committee members will let us know if they need additional training.</p>
V. Discussion Item: Data Training Follow-up	Stacey	<p><b>Issues Discussed:</b> No questions on the data. The impact of “EWs” from Spring 2020 (COVID) was discussed. Currently EWs are removed from our PR data, which may cause Success &amp; Retention to be slightly inflated for Spring 2020. We discussed leaving it alone for now, as to not over-complicate and put more on report writers at this time. We will likely see Success &amp; Retention drop back down in the subsequent period and there may be more to analyze and comment on at that time.</p> <p><b>Follow Up Items:</b> Stacey will Include a brief comment about EWs and the impact on PR data when she sends the PR email to the campus next week.</p>
VI. Discussion Item: Support & Workshops	Stacey	<p><b>Issues Discussed:</b> Division &amp; department workshops, and individual appointments via Zoom are encouraged.</p> <p><b>Follow Up Items:</b> Division reps will let Deans and Department Chairs know that they can contact Stacey to set-up a workshop.</p>
VII. Discussion Item: Program Review Q&A	All	<p><b>Issues Discussed:</b> Q: Where do I find last year’s reports? A: Program Review webpage, scroll down. It’s a good idea to review last year’s report, and Peer Review comments if applicable. Q: What’s the difference between Comprehensive and Annual Report? A: Nothing anymore, other than the review/feedback process. Comprehensive reports are reviewed by a Peer Team, providing formal feedback which we call a Peer Review Report. Annual reports are read by the PR Faculty Co-Chair and receive informal feedback to help improve report writing for the next year. This may change in the future.</p> <p><b>Follow Up Items:</b></p>
VIII. Discussion Item: Peer Review Process & Form	Stacey	<p><b>Issues Discussed:</b> The current Peer Review form is by no means perfect for providing feedback especially for large and diverse divisions / area. We end up writing comments for each discipline / area at the bottom of the report and sometimes don’t know which checkbox to choose for the division / area overall at the top of the form. Veteran committee members agreed that it seemed to do the job though, without over-complicating Peer Review with more forms and paperwork.</p> <p><b>Follow Up Items:</b> Continue discussion next meeting</p>

<p>IX. Discussion Item: Comprehensive v Annual Update</p>	<p>Stacey</p>	<p><b>Issues Discussed:</b> In the past there was a significant difference in Comprehensive Reports versus Annual Updates. We continue to use four-year cycle that was previously laid out through 2025, with Comprehensive in Year 1, followed by three years of Annual Updates, though the cycle and the terminology may not be relevant anymore. Currently, the only difference is that Comprehensive reports are reviewed by a Peer Team, which provides formal feedback, while Annual Update reports are read by the PR Coordinator/Faculty Co-Chair and receive informal feedback to help improve report writing for the next year. Last Spring, the PR Committee discussed the possibility of removing the Comprehensive and Annual Update report terminology to avoid any confusion. Also, with the expanded PR Committee structure, it is much more feasible for all reports to undergo Peer Review and receive formal feedback. There are 17 reports and roughly 15-17 PR Committee members, which would result in each committee member peering reviewing 2-3 reports.</p> <p><b>Follow Up Items:</b> Continue discussion next meeting</p>
<p>X. Information Item: What's Ahead this Semester</p>	<p>Stacey</p>	<ul style="list-style-type: none"> <li>• support Outcomes with Actions Plans and prepare for Action Plans to be moved to Program Review</li> <li>• discuss and clarify Peer Review process</li> <li>• provide support / workshops for those writing PR reports</li> <li>• discuss Comprehensive v Annual Update, what that means and if we should change it</li> <li>• consider adjustments needed to program review data</li> <li>• update PR Handbook</li> <li>• work on improving program review/planning and budgeting alignment</li> <li>• receive Program Review reports due 11/15</li> <li>• form peer review teams, do peer review, provide feedback on reports</li> </ul>
<p>XI. NEXT MEETING DATE:</p>		<p><b>Future Meeting Dates:</b>  <i>Fall 2020: 8/31*, 9/21, 10/5, 10/19, 11/2, 11/16</i>  <i>Spring 2021:</i></p>

### Program Review Goals for 2020-2021

- 1) Work toward better alignment of resource requests with the Budget Committee.
- 2) Strengthen connections between success, retention and equity data trends, and actual actions taken.
- 3) Work on moving beyond a culture of compliance toward a culture of utilizing Action Plans for Program Review in the strategic planning and budgeting process.