

Program Review Committee Meeting Minutes

Monday, August 31, 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: Glenn, Stacey, Tony, Reina, Cynthia, Richard, Ronda, Wendy, Vanessa, Gary, Meeta

Absent: Van, LaDonna, Christos, Kristine

Guests: Svetlana

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Introduction of committee members. Meeta shared that the mid-term accreditation report is available for review and will go to Senate.
II. Open Comments from the Public		<u>Issues Discussed:</u> Svetlana shared that there are some new features on the data dashboards and also that EW's influenced the Spring data. We will invite her back for some data training and discussions at our next meeting.
III. Action Item: Approval of Meeting Minutes -5/4/2020	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Approved, 4 abstentions (new members)
IV. Action Item: Program Review Faculty Co-Chair Proxy	<i>Stacey</i>	<u>Issues Discussed:</u> Glenn <u>Action Taken:</u> Approved unanimously <u>Follow Up Items:</u>
V. Action Item: Program Review Budget Committee Liaison	<i>Stacey</i>	<u>Issues Discussed:</u> Rich <u>Action Taken:</u> Approved unanimously <u>Follow Up Items:</u>

VI. Action Item: Program Review Committee 2020-2021 Goals	Stacey	<p>Issues Discussed: Committee discussed and revised goals (see below)</p> <p>Action Taken: Approved unanimously</p> <p>Follow Up Items:</p>
VII. Discussion Item: Define the role of the division reps	Stacey	<p>Issues Discussed: Communication, supporting division faculty</p> <p>Follow Up Items: Reps to ask their divisions: How can we support you in writing Program Review reports as well as obtaining and analyzing data? Report back at next meeting.</p>
VIII. Discussion Item: Training for new committee members	Stacey	<p>Issues Discussed: It is recommended that new committee members review the Program Review Handbook as well as the Program Review Training in Canvas.</p> <p>Follow Up Items: Further discussion of needed training at next meeting. Planning to have data training for PR Committee at next meeting.</p>
IX. Action Item: Checklist for division reps to help their divisions	Stacey	<p>Issues Discussed: Committee reviewed checklist that was prepared in Spring 2020. Motion to adopt Checklist for Division Reps.</p> <p>Follow Up Items:</p> <p>Action Taken: Approved unanimously</p>
X. Discussion Item: Working with Outcomes Committee to Support Action Plans	Glenn / Stacey	<p>Issues Discussed: Glenn shared about Outcomes Data and Action Plans.</p> <p>Follow Up Items: Division reps to remind division faculty about writing Action Plans.</p>
XI. Information Item: What's Ahead this Semester	Stacey	<ul style="list-style-type: none"> • support Outcomes with Actions Plans and prepare for Action Plans to be moved to Program Review • discuss and clarify Peer Review process • provide support / workshops for those writing PR reports • discuss Comprehensive v Annual Update, what that means and if we should change it • consider adjustments needed to program review data • update PR Handbook • work on improving program review/planning and budgeting alignment • receive Program Review reports due 11/15 • form peer review teams, do peer review, provide feedback on reports
XII. NEXT MEETING DATE:		<p>Future Meeting Dates: <i>Fall 2020:</i> 8/31*, 9/21, 10/5, 10/19, 11/2, 11/16 <i>Spring 2021:</i></p>



Program Review Goals for 2019-2020

- 1) Work toward better alignment of resource requests with Budget Committee.
- 2) Consider the use of e-Lumen for the Program Review process.
- 3) Work on moving beyond a culture of compliance toward a culture of utilizing Program Review in the strategic planning and budgeting process.

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.