Program Review Committee Meeting Minutes	Monday, March 21, 2022 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
Dr. Glenn Haller, Kinesiology & Athletics 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, R&L Division Representative
Wendy Stout, HSS Division Representative
Van Rider, 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, Gary, Josh, LaDonna, Meeta, Reina, Ronda, Svetlana, Vanessa, Van, Cynthia, Megan, Wendy, Glenn, Rich
Absent: Sam, Christos,
Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** none
II. Open Comments from the Public		**Issues Discussed:** none
III. Action Item: Approval of Meeting Minutes -2/7/2022	*Stacey*	**Issues Discussed:** **Action Taken:** Approved, 2 abstentions **Follow Up Items:** Stacey to post to PR webpage

IV.	Discussion Item: Peer Review Process & Status	*Stacey*	**Issues Discussed:** Peer reviews are going slowly and late, 6 remaining. **Follow Up Items:** If you have not yet, please finish your peer review assignments.
V.	Integrated Planning & Program Review	*Meeta*	**Issues Discussed:** Meeta shared the SPC & BC flowchart. Robust conversation ensued regarding the connection of PR to BC and SPC. PR should feed into planning and budgeting. One of our goals is to streamline the connection between PR and the budget committee to reduce redundancy.It was suggested that responsibilities of the budget committee should be expanded so we can tie it better to strategic planning. The budget committee currently only really prioritizes budgetary spending. The integrated planning committee only meets once or twice a year. PR should, ideally, connect Strategic Planning to Budget **Follow Up Items:** Stacey will be meeting with the budget committee and possibly IT to find a better way to handle resource requests.
VI.	Discussion Item: Changes to Program Review Forms & Process	*Stacey*	**Issues Discussed:** Meeta shared a current draft of the review Program Review report template that IERP has been working on. The new 1-page draft of the PR form has links to the ILOs, a dropdown list of EMP goals, and a link to the data retrieval form and to the survey monkey resource request. We are considering possible change to SWOT to SOA, but the concern is that we are eliminating the "weaknesses" and "threats." We don't want negative language, but we do need to be pragmatic about risks and obstacles. Do we want to include challenges in Opportunities? Risks? Opportunities and Obstacles? The form includes guiding questions to aid in understanding what is expected in each area. **Follow Up Items:** Meeta will send out a draft of the form to the committee for consideration and feedback. We would like to take action on this at our next meeting.
VII.	Discussion Item: Changes to Outcomes Analysis, Using eLumen	*Stacey*	**Issues Discussed:** The Outcomes Committee met last week and moved to use eLumen to do section level reflections (called action plans in eLumen). Outcomes is now asking that when faculty go in to enter Outcomes data, they are given a set of questions about what went well, what could be improved, etc. outcomes is asking that we fill that out, which will be available in a report at the discipline level coordinator. ETA end of fall for Outcomes but PR, may need to act sooner possibly, regarding Outcomes Analysis. Action plans/outcomes analysis were previously handled by Outcomes Committee, but now by PR Committee. Course improvement plans is what eLumen calls this. The section level action plan reflections could then be turned into an improvement plan per course or per discipline. We could roll out a template for disciplines to answer these questions in

		eLumen. There are different options in eLumen to do this - members of PR met with eLumen to discuss this. **Follow Up Items:** Stacey will be sharing more info, hopefully a video of the eLumen training meeting showing the CIP feature using the Action Plan method and the Strategic Initiative method. We can look at the reflections at the course or discipline levels, but we need to decide which one we want to use, either another action plan template or a strategic initiative template. We would like to consider this at next meeting and vote on how to move forward.
VIII. Information Item: What's Ahead This Year	*Stacey*	SPRING: ✓ Complete Peer Reviews of Program Review reports, provide feedback to each program. ✓ Consider changes needed to Program Review & Outcomes Analysis DONE: ✓ Provide updated PR Handbook ✓ Provide Outcomes Analysis training for Department Chairs and other faculty as needed ✓ Provide Program Review Training throughout campus as needed. ✓ Division Reps will provide support in the Program Review process to their divisions. ✓ Receive Program Review reports due 11/15 ✓ Form peer review teams, begin working on Peer Review reports
IX. **NEXT MEETING DATES:**		**Future Meeting Dates:** *Spring 2022: ~~2/7, 3/21~~, 4/4, 4/18, 5/2*

Program Review Goals for 2021-2022

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) Utilize Program Review for continuous improvement.
4) Improve communication about Program Review with the campus community.