Program Review Committee Meeting Minutes	Monday, September 18, 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
Bridget Detlefsen, Research Analyst
Dr. Svetlana Deplazes, eLumen Data Steward
Cindy Vargas, Athletics & Kinesiology Division Representative
Reina Burgos, Counseling Division Representative
Samuel Padilla, CTE Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
Joshua Strong, MSE Division Representative
Ronda Nogales, Language & Comm Arts Division Representative
Wendy Stout, HSS Division Representative
Lisa Presnell, Library Division Representative
Megan Owens, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Dr. Kathy Bakhit, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Cindy, Joshua, Lisa, Megan, Nichelle (for LaDonna), Reina, Wendy, Meeta, Kathy, Lisa, Gary
Absent: Cynthia, Svetlana, Samuel, Ronda
Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Meeta mentioned that the Accreditation visit is happening today / tomorrow and encourage attendance at the exit meeting tomorrow. Stacey welcomed new members.
II. Open Comments from the Public		**Issues Discussed:** none
III. Action Item: Approval of Meeting Minutes -8/21/2023	*Stacey*	**Issues Discussed:** none **Action Taken:** Approved, 1 abstention **Follow Up Items:** Stacey to post to PR webpage
IV. Welcome New Members	*Stacey*	**Issues Discussed:** **Follow Up Items:**

V.	Action Item: Program Review Committee Goals 2023-2024	*Stacey*	**Issues Discussed:** We reviewed the goals drafted at the last meeting. Dr. Bakhit suggested a 5th goal regarding evaluating our PR processes. **Action Taken:** approved unanimously, as written at bottom of agenda. **Follow Up Items:** - Need to start discussions and meeting regarding Goal #4 - Need to draft survey questions and implement a survey (possible for end of fall semester) for Goal #5
VI.	Discussion Item: Supporting Course Improvement Plans	*Stacey*	**Issues Discussed:** Committee members shared the status of work on CIPs in their areas. **Follow Up Items:** *Please encourage everyone to write "plans" in the 3rd text box for CIPs in eLumen.* *Division reps should offer a CIP workshop for your departments and division if you haven't already.* - A couple areas are having eLumen issues (MOA, Counseling). Need eLumen help.
VII.	Discussion: Supporting Program Review in your areas	*Stacey*	**Issues Discussed:** Committee members shared the status of work on Program Review in their areas. **Follow Up Items:** *Division reps should offer a Program Review workshop(s) for your departments and division if you haven't already.*
VIII.	Discussion: Supporting Operational / Non-academic areas by improving the Program Review template	*Stacey*	**Issues Discussed:** We will need to get input from a variety of people in operational or non-academic areas. We will need to decide if we will have 2 separate templates or if we should have one template that is conducive for both academic and non-academic use. **Follow Up Items:** Stacey will start setting up meetings and soliciting feedback. We may need to form a sub-group or task force to work on this. Gary may have a meeting related to Operational Outcomes that would be an appropriate forum to discuss this and will invite Stacey if possible.
IX.	Information Item: What's Ahead This Year		**FALL:** ✓ 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 **SPRING:**

		• 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.
		   ○ What revisions to the PR template should we consider?
		   ○ Consider "CIPs" in non-academic areas
		   ○ Should we have separate Academic & Operational templates?
		   ○ Should we move Program Review into eLumen?
		   ○ What changes are needed for the Peer Review process & form?

X. **NEXT MEETING DATES:**		**Future Meeting Dates:** (1st & 3rd Mondays 3pm – 4:30pm) Fall 2023: ~~8/21/23~~ ~~9/4/23~~ (Labor Day, no meeting) ~~9/18/23~~ 10/2/23 10/16/23 11/6/23 11/20/23 12/4/23 Spring 2024: ~~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

Program Review Committee Goals for 2023-2024

1) Strengthen the connection between the Program Review and the Budget resource allocation and approval process.
2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
3) Improve communication about Program Review with the campus community.
4) Better support operational areas by improving the Program Review template to foster more meaningful reports.
5) Institute a Program Review process evaluation.