



Program Review Committee Meeting Minutes

Monday, November 6, 2023
 via ZOOM 991 5688 4024
<https://avc.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
- VACANT, 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, Gary, Cindy, Megan, LaDonna, Cynthia, Bridget, Lisa, Josh, Wendy, Meeta, Kathy

Absent: Svetlana, Samuel, Reina

Guests: Wendy Dumas

| Items | Person | Action |
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| I. Opening Comments from the Co-Chairs | <i>Meeta / Stacey</i> | Issues Discussed: Stacey shared about concerns the Survey Monkey Resource request not working properly, which seems to be a user error, putting an invalid character in the \$ field. Stacey also shared about concerns about the validity of some of the data on the PR Data Dashboard. |
| II. Open Comments from the Public | | Issues Discussed: none |
| III. Action Item: Approval of Meeting Minutes -10/16/2023 | <i>Stacey</i> | Issues Discussed: none Action Taken: approved unanimously Follow Up Items: Stacey to post to PR webpage |

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| IV. Discussion: Internal Audit, Risk Assessment & Program Review | <i>Wendy Dumas</i> | <p><u>Issues Discussed:</u> Wendy Dumas shared about the function of Internal Audit and how it relates to Program Review, particularly Risk Assessment in non-instructional areas.</p> <p><u>Follow Up Items:</u> The committee should further discuss this and consider if it should be included in the PR report template, particularly for non-instructional areas.</p> |
| V. 2023-2026 College Strategic Plan and Goals | <i>Meeta</i> | <p><u>Issues Discussed:</u> tabled until next meeting</p> <p><u>Follow Up Items:</u></p> |
| VI. Discussion: Supporting Program Review in your areas | <i>Stacey</i> | <p><u>Issues Discussed:</u> Gary shared some concerns about the timing of PR from his division.</p> <p><u>Follow Up Items:</u></p> |
| VII. Discussion Item: Peer Review Process | <i>Stacey</i> | <p><u>Issues Discussed:</u> We are planning to have an unofficial Peer Review norming meeting on 1/29/24 via Zoom.</p> <p><u>Follow Up Items:</u></p> |
| VIII. Discussion: Goal #5 Survey | <i>Meeta</i> | <p><u>Issues Discussed:</u> Meeta shared the survey that IERP developed in Survey Monkey for this purpose.</p> <p><u>Follow Up Items:</u> Please review and be prepared to provide feedback and take action at our next meeting.</p> |
| IX. Discussion: PR Template for Non-instructional Areas | <i>Stacey</i> | <p><u>Issues Discussed:</u> tabled until next meeting</p> <p><u>Follow Up Items:</u></p> |
| X. Information Item: What's Ahead This Year | | <p><u>FALL:</u></p> <ul style="list-style-type: none"> ✓ 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 <p><u>SPRING:</u></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? ○ Consider “CIPs” in non-academic areas |

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| | | <ul style="list-style-type: none"> ○ 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>XI. NEXT MEETING DATES:</p> | | <p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm)</p> <p><u>Fall 2023:</u> 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</p> <p><u>Spring 2024:</u> 1/15/24 (MLK Jr. Day, no meeting) 1/29/24 – unofficial meeting – Peer Review norming 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> <p><i>May need to consider additional Spring meetings on 1/29/24 and 4/29/24.</i></p> |

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.