



Program Review Committee Meeting Minutes

Monday, August 29, 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
- Cindy Vargas, 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, Rich, Cindy, Cynthia, Gary, Joshua, Karen, Megan, Van, Vanessa, Samuel, Reina, Svetlana, Meeta, Wendy

Absent: LaDonna, Christos,

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey shared that there is a lot of work underway, and not quite ready, but it will be soon, including Course Improvement Plans (CIPs) Instructions & Training, Program Review training for new template and the Program Review Handbook. She’s looking forward to this year and excited to see how these changes will play out.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -4/18/2022	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> Minutes approved unanimously <u>Follow Up Items:</u> Stacey to post on PR webpage

IV. Welcome & Overview	<i>Stacey</i>	<p><u>Issues Discussed:</u> Stacey welcomed new members and gave a quick overview of the committee and expectations of division reps.</p> <p><u>Follow Up Items:</u> Stacey will send out the PR Handbook, and link to the Program Review training in Canvas when available</p>
V. Discussion: Updating the Program Review Committee Information Sheet		<p><u>Issues Discussed:</u> Committee reviewed document and made minor changes.</p> <p><u>Follow Up Items:</u> Stacey to revise purpose, bring back to next_meeting</p>
VI. Action Item: PR Committee Goals 2022-2023		<p><u>Issues Discussed:</u> The committee reviewed last year's goals and discussed progress. The committee adopted 2022-2023 goals as follows:</p> <ol style="list-style-type: none"> 1) Work toward better alignment of resource requests with the Budget Committee. 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. <p><u>Action Taken:</u> approved unanimously</p> <p><u>Follow Up Items:</u></p>
VII. Discussion Item: Course Improvement Plans	<i>Stacey / Svetlana</i>	<p><u>Issues Discussed:</u> Stacey demonstrated CIPs in eLumen, as well as Action Plan reports.</p> <p><u>Follow Up Items:</u> Stacey will continue working on the instructions and training and has asked that any department chairs on the committee be willing to test it and provide feedback.</p>
VIII. Discussion: Program Review Template Form & Training	<i>Stacey</i>	<p><u>Issues Discussed:</u> New template for 2022. Looked briefly at wording in Part 2C.</p> <p><u>Follow Up Items:</u> Stacey to post new PR template in Canvas Training.</p>
IX. Discussion Item: What data should be required for Program Review?	<i>Stacey / Svetlana</i>	<p><u>Issues Discussed:</u> tabled until future meeting</p> <p><u>Follow Up Items:</u></p>
X. Discussion: Quality Focus Essay	<i>Meeta</i>	<p><u>Issues Discussed:</u> Meeta shared briefly about the two QFEs that are being worked on for the accreditation process. One of the QFEs is focused on eLumen and how it can be better / more fully used at AVC.</p> <p><u>Follow Up Items:</u></p>
XI. Information Item: What's Ahead This Year	<i>Stacey</i>	<p><u>FALL:</u></p> <ul style="list-style-type: none"> ▪ Provide updated PR Handbook ▪ Provide CIP instructions & training, due 9/30 ▪ Update and provide Program Review Training ▪ Division Reps will provide support in the Program Review process to their divisions. ▪ Receive Program Review reports due 11/15

		<ul style="list-style-type: none"> ▪ Define the peer review process, train committee members. <p>SPRING:</p> <ul style="list-style-type: none"> ▪ 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.
<p>XII. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: 8/15/22 (cancel) 8/29/22* 5th Monday 9/5/22 (Labor Day, no meeting) 9/19/22 10/3/22 10/17/22 11/7/22 11/21/22 1/16/23 (MLK Day, no meeting) 2/6/23 2/20/23 (President's Day, no meeting) 3/6/23 (Spring Break, no meeting) 3/20/23 4/3/23 4/17/23 5/1/23</p>

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.

Program Review Goals for 2022-2023

- 1) Work toward better alignment of resource requests with the Budget Committee.
- 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.