

# Program Review Committee Meeting Minutes

Monday, September 16, 2019  
L-201  
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  
Dr. Svetlana Deplazes, Research Analyst  
Reina Burgos, Faculty Representative  
Kathy Osburn, Faculty Representative  
Richard Fleishman, Faculty Representative  
Dr. Gary Heaton-Smith, Faculty Representative  
VACANT, Classified Representative  
Dr. Les Uhazy, Academic Affairs  
LaDonna Trimble, Student Services

*Present: Stacey, Glenn, Reina, Rich, Kathy, Meeta, Svetlana*

*Absent: Gary, LaDonna, Les*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey commented on quality of PR reports and the disparity between those well-done and not well-done (or not done at all). Stacey requested that Meeta and Les discuss at the next Dean’s Meeting the value of increased dean engagement in the Program Review process, from scheduling division/department workshops to reading and providing feedback to faculty before submitting reports to the PR Committee.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Approval of Meeting Minutes -5/6/19	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> Approved unanimously
IV. All College Planning Retreat	<i>Meeta</i>	<b><u>Issues Discussed:</u></b> Meeta shared the tentative agenda for the 9/27/19 Planning Retreat <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b> We will discuss the Planning Retreat at our next meeting.
V. 2019-2020 Strategic Plan Priorities	<i>Meeta</i>	<b><u>Issues Discussed:</u></b> Meeta distributed the priorities for the next three years. <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>

<p>VI. Program Review Report Status and Peer Review Status</p>	<p><i>Stacey</i></p>	<p><b>Issues Discussed:</b> All reviewed and approved (with feedback), except MSE and R&amp;L, which are currently incomplete and have not been reviewed.  <b>Action Taken:</b>  <b>Follow Up Items:</b> Stacey will follow-up with Les regarding MSE and R&amp;L reports.</p>
<p>VII. Program Review Handbook</p>	<p><i>Stacey</i></p>	<p><b>Issues Discussed:</b>  <b>Action Taken:</b> Approved unanimously  <b>Follow Up Items:</b></p>
<p>VIII. Training Sessions &amp; Helpful Documents</p>	<p><i>Meeta / Stacey</i></p>	<p><b>Issues Discussed:</b> The PR Committee would like to develop a simple, visual, “quick guide” for writing Program Review reports. Also, Kathy suggested that we create a Canvas course for Program Review training.  <b>Action Taken:</b>  <b>Follow Up Items:</b> Stacey will reach out to new Instructional Designer re: Canvas course idea.</p>
<p>IX. Program Review Goals for 2019-2020</p> <ol style="list-style-type: none"> <li>1) Work toward better alignment of resource requests with Budget Committee.</li> <li>2) Consider the use of e-Lumen for the Program Review process.</li> <li>3) Work on moving beyond a culture of compliance toward a culture of utilizing Program Review in the strategic planning and budgeting process.</li> </ol>	<p><i>Meeta / Stacey</i></p>	<p><b>Issues Discussed:</b> Just for information. Goals were written and approved at the end of Spring 2019.  <b>Action Taken:</b>  <b>Follow Up Items:</b> We are going to work on creating an actual link (weblink or other digital format) from Program Review resource requests to the Budget Request form, to remove the redundancy and truly connect the dots and close the loop from Program Review to SP and BC.</p>
<p>X. <b>NEXT MEETING DATE:</b></p>		<p><b>Future Meeting Dates:</b>  <i>Fall 2019: 9/16, 10/7, 10/21, 11/4, 11/18, 12/2</i>  <i>Spring 2020: 2/3, 3/2, 3/16, 4/6, 4/20, 5/4, 5/18</i></p>