



Program Review Committee Meeting Minutes

Monday, November 15, 2021
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
VACANT, CTE Division Representative
Richard Fleishman, S&BS Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
Joshua Strong, MSE Division Representative
Sawsan Farrukh, 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, Christos, Cynthia, Gary, Joshua, LaDonna, Megan, Reina, Rich, Sawsan, Svetlana, Vanessa, Wendy, Glenn

Absent: Van, Meeta

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Stacey shared that she has been representing Program Review working on the Standard II Accreditation team (Std. II.A.2 specifically), to support the accreditation process. The work the PR Committee is doing not only supports a process of continuous improvement on our campus, but also helps meet accreditation standards.
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -11/1/2021	<i>Stacey</i>	<u>Issues Discussed:</u> none <u>Action Taken:</u> Approved unanimously <u>Follow Up Items:</u> Stacey to post to PR webpage

<p>IV. Discussion Item: Program Review Reports Status</p>	<p><i>Stacey</i></p>	<p><u>Issues Discussed:</u> Stacey has received a handful of Program Review reports (approx. 5-6) as of today. <u>Follow Up Items:</u> Stacey will be checking in PR reports and sending them out to Peer Review teams in the near future. Watch your email and Canvas.</p>
<p>V. Peer Review Process & PR Committee Canvas</p>	<p><i>Stacey</i></p>	<p><u>Issues Discussed:</u> The Peer Review template can be found in the PR Committee in Canvas. You should see it when you receive your Peer Review assignments. You can look at prior year's Peer Reviews on the Program Review webpage, next to each report, to give you an idea of how we do peer review and what we're looking for, especially newer committee members. <u>Follow Up Items:</u></p>
<p>VI. Appreciative Inquiry</p>	<p><i>Vanessa</i></p>	<p><u>Issues Discussed:</u> Vanessa presented the Appreciate Inquiry concept, as well as SOAM (aka SOAR), and shared some proposed changes to the Program Review Report template, including potential improvements in Parts 2 & 3 and "guiding questions" to help writers. <u>Follow Up Items:</u> We will discuss further in the Spring and determine appropriate updates to the Program Review Report template, always aiming for simpler and more concise, yet increasingly meaningful. We should also consider additional data, including Equity and additional information regarding degrees / certificates that is aligned with Vision for Success.</p>
<p>VII. Information Item: What's Ahead This Year</p>	<p><i>Stacey</i></p>	<p><u>FALL:</u></p> <ul style="list-style-type: none"> ✓ Receive Program Review reports due 11/15 ✓ Form peer review teams, begin working on Peer Review reports <p><u>SPRING:</u></p> <ul style="list-style-type: none"> ✓ Complete Peer Reviews of Program Review reports, provide feedback to each program. ✓ Consider changes needed to Program Review. <p>-----</p> <ul style="list-style-type: none"> ✓ 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.



VIII. NEXT MEETING DATES:		Future Meeting Dates: <i>Fall 2021: 8/30*, 9/20, 10/4, 10/18, 11/1, 11/15</i> <i>Spring 2022: 2/7, 3/21, 4/4, 4/18, 5/2</i>

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.