



# Program Review Committee Meeting Minutes

Monday, October 16, 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, Cynthia, Gary, Joshua, LaDonna, Lisa, Megan, Reina, Wendy, Cindy*

*Absent: Meeta, Svetlana, Samuel, Bridget, Kathy*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b>
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> none
III. Action Item: Approval of Meeting Minutes -10/2/2023	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> approved, 2 abstentions <b><u>Follow Up Items:</u></b> Stacey to post to PR webpage

IV. Discussion: Supporting Program Review in your areas	Stacey	<p><b>Issues Discussed:</b> Committee members shared about the status of Program Review in their areas.</p> <p><b>Follow Up Items:</b></p>
V. Action Item: Peer Review Form	Stacey	<p><b>Issues Discussed:</b> The committee reviewed the draft Peer Review form, discussed each area and made minor changes related to the updated Program Review template.</p> <p><b>Action Taken:</b> approved unanimously</p> <p><b>Follow Up Items:</b> We will use the new Peer Review form to do Peer Reviews starting in the Spring semester. We will possibly have a Peer Review “norming” session on 1/29/24.</p>
VI. Discussion: Goal #4 Supporting Operational / Non-academic areas by improving the Program Review template	Stacey	<p><b>Issues Discussed:</b> Stacey is looking for feedback and input from those writing Program Reviews in Operational / Non-academic areas to help us improve the template.</p> <p><b>Follow Up Items:</b></p>
VII. Information Item: What’s Ahead This Year		<p><b>FALL:</b></p> <ul style="list-style-type: none"> <li>✓ Update and provide Program Review Training in Canvas</li> <li>✓ Review PR Handbook, update as necessary</li> <li>✓ Provide CIP instructions &amp; training, due 9/30</li> <li>• Division Reps will provide support in the Program Review process to their divisions.</li> <li>• Receive Program Review reports, due 11/15</li> <li>• Define the peer review process</li> </ul> <p><b>SPRING:</b></p> <ul style="list-style-type: none"> <li>• Peer review norming session, train committee members, form peer review teams, begin working on Peer Review reports.</li> <li>• Complete Peer Reviews of Program Review reports, provide feedback to each program.</li> <li>• Consider changes needed to Program Review process, forms, committee, etc. <ul style="list-style-type: none"> <li>○ What revisions to the PR template should we consider?</li> <li>○ Consider “CIPs” in non-academic areas</li> <li>○ Should we have separate Academic &amp; Operational templates?</li> <li>○ Should we move Program Review into eLumen?</li> <li>○ What changes are needed for the Peer Review process &amp; form?</li> </ul> </li> </ul>
VIII. NEXT MEETING DATES:		<p><b>Future Meeting Dates:</b> (1<sup>st</sup> &amp; 3<sup>rd</sup> Mondays 3pm – 4:30pm)</p> <p>Fall 2023:  <u>8/21/23</u>  9/4/23 (Labor Day, no meeting)  <u>9/18/23</u></p>

		<p>10/2/23 10/16/23 11/6/23 11/20/23</p> <p>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</p> <p><i>May need to consider additional Spring meetings on 1/29/24 and 4/29/24.</i></p>
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**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.