

Program Review Committee Meeting Minutes

Monday, February 7, 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

Dr. Glenn Haller, 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, Christos, LaDonna, Reina, Vanessa, Gary, Wendy, Svetlana, Megan, Rich, Ronda,

Absent: Meeta, Cynthia, Glenn, Van, Sam, Josh

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> none
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -11/15/2021	<i>Stacey</i>	<u>Issues Discussed:</u> no changes <u>Action Taken:</u> approved unanimously <u>Follow Up Items:</u>
IV. Discussion Item: Supporting Accreditation Process	<i>Stacey</i>	<u>Issues Discussed:</u> Stacey is working as needed with the Accreditation team on the ISER to provide supporting information and documentation. Stacey and Gary (Outcomes

		Committee) are also working to provide support and info related to progress on the Quality Focus Essay from 2016. <u>Follow Up Items:</u>
V. Discussion Item: Halfway Point: Checking in on our Goals	<i>Stacey</i>	<u>Issues Discussed:</u> Stacey reviewed the annual committee goals (at the bottom of the agenda). Some progress is being made toward Goal 1, working with the Budget Committee regarding handling of resource requests. We're hoping to make more notable progress on Goals 2, 3 & 4, as we revise our forms and processes this semester. <u>Follow Up Items:</u> Rich (Budget Committee liaison) will report back to us on progress from the Budget Committee. Rich also suggested that our communication might be improved by presenting at Opening Day in August. Stacey will contact FPD to see if we can make that happen.
VI. Discussion Item: Peer Review Process & Status	<i>Stacey</i>	<u>Issues Discussed:</u> All Program Review reports have been put into Peer Review. If you've not completed your Peer Review reports yet, please get into Canvas and do so, this week or next week. It's a good idea to look at last year's Peer Review reports on the Program Review webpage for guidance. <u>Follow Up Items:</u> Look for emails from Stacey with finalized peer review reports for your approval.
VII. Discussion Item: Changes to Program Review Forms & Process	<i>Stacey</i>	<u>Issues Discussed:</u> At our next meeting, we will spend most of the time sharing ideas and suggestions about updating our Program Review forms, data and process. Vanessa shared some ideas at the end of Fall and we will look at those again, as well as anything else that committee members bring forward. <u>Follow Up Items:</u> Please ask your Division / constituents for their suggestions and comments about Program Review and be ready to share ideas at the meeting on 3/21.
VIII. Discussion Item: Changes to Outcomes Analysis (Using eLumen???)	<i>Stacey</i>	<u>Issues Discussed:</u> We also need to look at the Outcomes Analysis process. It was rough last Fall and kind of a late start, and we changed directions. We need to be ready for Fall 2022 with very clear process and communication from the beginning of the semester. <u>Follow Up Items:</u> Stacey will follow-up with Svetlana to discuss the possibility of using eLumen in some capacity for Outcomes Analysis / "Action Plans."

IX. Information Item: What's Ahead This Year	Stacey	<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. <hr/> <p>DONE:</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. ✓ Receive Program Review reports due 11/15 ✓ Form peer review teams, begin working on Peer Review reports
X. NEXT MEETING DATES:		<p>Future Meeting Dates: <i>Spring 2022: 2/7, 3/21, 4/4, 4/18, 5/2</i></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.