



Program Review Committee Meeting Minutes

Monday, March 18, 2024

MH-321

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
- VACANT**, 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
- Linda Parker, Library Division Representative
- Megan Owens, Faculty at Large Representative
- LaDonna Trimble, Student Services
- VACANT**, Classified Representative
- VACANT**, Academic Dean, Academic Affairs
- VACANT**, ASO Representative

Present: Stacey, Cynthia, Cindy, Gary, Megan, Wendy, Reina, Vanessa, Josh, Samuel,

Absent: Meeta, Linda, LaDonna

Guests: Wendy Dumas

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	Issues Discussed: Stacey noted that most committee members had turned in their Peer Review assignments. Since the last PR Committee meeting, the Student Life & Services Program Review report was received and she will assign it for peer review soon. The Executive Council Program Review report has still not been submitted. Stacey has sent a follow up email.
II. Open Comments from the Public		Issues Discussed: none
III. Action Item: Approval of Meeting Minutes -2/5/2024	<i>Stacey</i>	Issues Discussed: Action Taken: approved, 1 abstention Follow Up Items: Stacey to post to PR webpage

IV. Discussion: 2023-2026 College Strategic Plan and Goals, Vision 2030	<i>Meeta</i>	Issues Discussed: tabled Follow Up Items:
V. Discussion: Peer Review	<i>Stacey</i>	Issues Discussed: Committee members indicated that the Peer Review form and process were rather smooth. Follow Up Items: Maybe add n/a box in part 2B for non-CTE areas to use.
VI. Action Item: PR Template for Non-instructional Areas	<i>Stacey</i>	Issues Discussed: Wendy Dumas suggested minor changes to wording in part 2, suggested to seek more feedback from those who will be using the form. Discussion of Outcomes Improvement Plans and Oos and ability of areas to complete these parts. We may want to point those that don't have OOs and Improvement Plans to a training on how to create these. Do we need the Resource Request link in Part 4 or not? Action Taken: Tabled. We will vote on the template at the 4/15 meeting. Follow Up Items: Ask Meeta to bring to Exec Council for feedback. Stacey to reach out to Budget Committee re: Part 4 resource request link. Gary and Outcomes Committee to look at OOs training and consider what to put in Part 2C.
VII. Discussion: PR Template for Instructional Areas	<i>Stacey</i>	Issues Discussed: Add n/a box in part 2B for non-CTE areas to use. Follow Up Items: Bring ideas for changes to next meeting. We will vote on the template at the 4/15 meeting.
VIII. Discussion Item: Goal #5 Survey	<i>Stacey / Vanessa</i>	Issues Discussed: tabled Follow Up Items:
IX. Data	<i>Meeta / Vanessa</i>	Issues Discussed: Vanessa shared Precision Campus with the committee. Follow Up Items: We may consider Precision Campus as a tool in the future as she believes it has the capability of adding templates that could be used for Program Review.
X. Course Improvement Plans in eLumen	<i>Stacey</i>	Issues Discussed: The current CIP template in eLumen needs work and we need to figure out how non-instructional areas will do Outcomes Improvement Plans. Follow Up Items: More at next meeting
XI. Information Item: What's Ahead This Year		FALL: <ul style="list-style-type: none"> ✓ Update and provide Program Review Training in Canvas ✓ Review PR Handbook, update as necessary ✓ Provide CIP instructions & training, due 9/30 ✓ Division Reps will provide support in the Program Review process to their divisions. ✓ Receive Program Review reports, due 11/15 ✓ Define the peer review process

		<p><u>SPRING:</u></p> <ul style="list-style-type: none"> ✓ Peer review norming session, train committee members, 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. <ul style="list-style-type: none"> ○ What revisions to the PR template should we consider? ○ Consider “CIPs” in non-academic areas ○ Should we have separate Academic & Operational templates? ○ Should we move Program Review into eLumen? ○ What changes are needed for the Peer Review process & form?
<p>XII. NEXT MEETING DATES:</p>		<p>Future Meeting Dates: (1st & 3rd Mondays 3pm – 4:30pm)</p> <p><u>Spring 2024:</u> 1/15/24 (MLK Jr. Day, no meeting) 1/29/24 – unofficial meeting – Peer Review norming 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 meeting on 4/29/24.</i></p>

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.