



<h1 style="margin: 0;">Program Review Committee Meeting Agenda/Minutes</h1>	<p style="margin: 0;">Monday, September 18, 2017</p> <p style="margin: 0;">L-201</p> <p style="margin: 0;">Time – 3pm – 4:30pm</p>
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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
- VACANT, Faculty Representative
- Cristy Simmons, Classified Representative
- Dr. Les Uhazy, Academic Affairs
- Ann Steinberg, Student Services

Present: Stacey Adams, Dr. Meeta Goel, Dr. Glenn Haller, Dr. Svetlana Deplazes, Reina Burgos, Kathy Osburn, Richard Fleishman, Dr. Les Uhazy, Ann Steinberg

Absent: Cristy Simmons

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> Meeta and Stacey agree that the progress PRC has made over the past several years has been significant. We are starting the academic year in a good position, but need to continue to find ways to streamline the PR process and strengthen the connection from PR to budget requests and planning.
II. Open Comments from the Public		<u>Issues Discussed:</u> None
III. 2016-2017 Reports Accepted	<i>Stacey</i>	<u>Issues Discussed:</u> <ul style="list-style-type: none"> All four programs in comprehensive self-study the past year completed their work (CalWORKs, Corporate and Community Services, Office for Students with Disabilities and Student Life). All 72 annual update reports that were due last year have been submitted and accepted. The status quo option was used by 51 programs while 21 programs wrote reports.
IV. 2017-2018 Reports: -Comprehensive: -Annual Update:	<i>Stacey</i>	<u>Issues Discussed:</u> The following programs are due for comprehensive reports this year (due 3/31) and have been notified: <ul style="list-style-type: none"> Career Technical Education Extended Opportunity Prog & Services (EOPS) Health & Safety Sciences

		<ul style="list-style-type: none"> • Social & Behavioral Sciences • Student Retention & Transition (STAR) <p>Follow Up Items: Finalized templates and links to current data need to get distributed to all areas, but especially those doing Comprehensive reports. Stacey (and any other interested committee members) will plan to visit the divisions that are doing comprehensive reports to provide support and training as needed.</p>
V. College-wide Priorities 2017-2020	<i>Meeta</i>	<p>Issues Discussed: Meeta explained the importance and relevance of the college-wide planning retreat coming up on 9/29 and encourage committee members to attend.</p> <p>Follow Up Items: Please attend the Planning Retreat on 9/29!</p>
VI. Review of templates: -Comprehensive -Annual Update	<i>Stacey</i>	<p>Issues Discussed: The Committee reviewed the existing Comprehensive and Annual Update templates, discussion ensued. Most agreed that the templates are acceptable as is, but made a few suggestions. Committee members were asked to think about the templates and bring any additional suggestions to the next meeting.</p> <p>Follow Up Items: We will revisit and finalize the 2017-2018 templates at the next meeting.</p>
VII. Budget Committee Rep		<p>Issues Discussed: Richard Fleishman was nominated / volunteered and agreed to accept the position.</p> <p>Action Taken: Richard Fleishman will be the Program Review Budget Committee Representative.</p>
VIII. Committee Goals for 2017-2018		<p>Issues Discussed: A few goals for 2017-2018 were discussed, including alignment of resource requests with Budget Committee, streamlining / simplifying templates, consider using e-Lumen for the Program Review process. Committee members were asked to think about PRC goals and bring any additional suggestions to the next meeting.</p> <p>Follow Up Items: We will revisit and finalize the 2017-2018 PRC Goals at the next meeting.</p>
IX. NEXT MEETING DATE:		<p>Fall Meeting Dates: 9/18, 10/2, 10/16, 11/6, 11/20, 12/4</p>