



# Program Review Committee Meeting Minutes

Monday, April 4, 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: Cynthia, Stacey, Meeta, Wendy, Christos, Ronda, Joshua, Vanessa, Svetlana, Rich, Van, Megan, Rich, Reina*

*Absent: Gary, Sam, LaDonna, Glenn*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> none
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b> none
III. Action Item: Approval of Meeting Minutes -3/21/2022	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> Approved unanimously <b><u>Follow Up Items:</u></b> Stacey to post to PR webpage

IV. Discussion Item: Peer Review Process & Status	Stacey	<p><b>Issues Discussed:</b> Still in process</p> <p><b>Follow Up Items:</b> Keep working</p>
V. Action Item: Changes to Program Review Forms & Process	Stacey	<p><b>Issues Discussed:</b> robust conversation and minor revisions, particularly regarding Part 2 SWOT vs SOA / SOAR, adding section for CTE to include Advisory Committee recommendations and Labor Market Data.</p> <p><b>Action Taken:</b> Approved</p> <p><b>Follow Up Items:</b> Stacey to finalize form and eventually distribute</p>
VI. Action Item: Changes to Outcomes Analysis, Using eLumen	Stacey	<p><b>Issues Discussed:</b> We need to decide which tool to use within eLumen: Action Plan template or Strategic Initiative template. One member expressed concern about roles in eLumen and access to data and reports.</p> <p><b>Action Taken:</b> Motion to approve use of Strategic Initiative Template in eLumen for Course Improvement Plans, approved</p> <p><b>Follow Up Items:</b> We need to address terminology confusion issues with “Action Plans,” “Outcomes Analysis” and possibly moving to “Course Improvement Plans” to better align with eLumen’s tools and terminology. Whatever we decide to do, we need to provide adequate training to end users.</p>
VII. Discussion Item: What data should be required for Program Review?	Stacey	<p><b>Issues Discussed:</b> tabled until next meeting (4/18)</p> <p><b>Follow Up Items:</b> Please consider if any data needs to be added / removed from the current required Program Review data set.</p>
VIII. Discussion: Quality Focus Essay	Meeta	<p><b>Issues Discussed:</b> Meeta shared the previous QFE relating to Institutionalizing Outcomes Assessment and the progress written about in the mid-term report in 2020. Meeta suggested that we might consider a QFE in the future related to eLumen implementation, assessment, program review, etc.</p> <p><b>Follow Up Items:</b> further discussion at next meeting (4/18)</p>
IX. Information Item: What’s Ahead This Year	Stacey	<p><u>SPRING:</u></p> <ul style="list-style-type: none"> <li>✓ Complete Peer Reviews of Program Review reports, provide feedback to each program.</li> <li>✓ Consider changes needed to Program Review &amp; Outcomes Analysis</li> </ul> <hr/> <p>DONE:</p> <ul style="list-style-type: none"> <li>✓ Provide updated PR Handbook</li> </ul>

		<ul style="list-style-type: none"> <li>✓ Provide Outcomes Analysis training for Department Chairs and other faculty as needed</li> <li>✓ Provide Program Review Training throughout campus as needed.</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>✓ Form peer review teams, begin working on Peer Review reports</li> </ul>
X. <b>NEXT MEETING DATES:</b>		<b>Future Meeting Dates:</b> <i>Spring 2022: <del>2/7, 3/21, 4/4</del>, 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.