



# Program Review Committee Meeting Minutes

Monday, October 17, 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
- Cindy Vargas, Athletics & Kinesiology 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 (Karen Heinzman), Language & Comm Arts 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, Rich, Cindy, Joshua, Meeta, Reina, Karen, Vanessa, Gary, Cynthia, LaDonna, Svetlana*

*Absent: Van, Samuel, Wendy, Megan, Christos*

*Guests:*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b><u>Issues Discussed:</u></b> Stacey shared that she went to the Exec Council meeting this morning to discuss the PR template and review the process with them. Questions came up about OO's, but overall was well-received.
II. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
III. Action Item: Approval of Meeting Minutes -10/3/2022	<i>Stacey</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> approved, 1 abstention <b><u>Follow Up Items:</u></b> Stacey to post to PR Webpage

<p>IV. Discussion: Program Review &amp; Your Role</p>	<p>Stacey</p>	<p><b>Issues Discussed:</b> Stacey was seeking feedback to see if division reps were helping their areas and if PR is underway.  <b>Follow Up Items:</b> Now is the time for division reps to provide support, guidance and encouragement to their divisions and departments. Reach out to your deans and department chairs. Find out when they need the Program Review reports in order to review them and compile them at the division level. Offer to help faculty that need assistance!</p>
<p>V. Discussion: Changing the Peer Review Process &amp; Form</p>	<p>Stacey</p>	<p><b>Issues Discussed:</b> Stacey discussed the issue of the current peer review process and form. Vanessa shared a new revision of the form that she created. Others shared ideas including removing the check boxes and just writing comments by discipline, or possibly just very high level accept / reject and offer a workshop or “PR office hours” style feedback.  <b>Follow Up Items:</b> Committee members should search for program review peer review forms at other colleges, consider what type of feedback should be given, and how to deliver it so that it’s meaningful and useful. Please bring ideas to the 11/7 meeting.</p>
<p>VI. Discussion: Planning Update</p>	<p>Meeta</p>	<p><b>Issues Discussed:</b> Meeta shared that the planning retreat will be in the Spring instead of the Fall. She discussed and shared the Education Services Plan Goals “S.E.R.V.E.S.”</p>
<p>VII. Information Item: What’s Ahead This Year</p>		<p><b>FALL:</b></p> <ul style="list-style-type: none"> <li>✓ Provide updated PR Handbook</li> <li>✓ Provide CIP instructions &amp; training, due 9/30</li> <li>✓ Update and provide Program Review Training <ul style="list-style-type: none"> <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, train committee members.</li> </ul> </li> </ul> <p><b>SPRING:</b></p> <ul style="list-style-type: none"> <li>▪ 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.</li> </ul>
<p>VIII. NEXT MEETING DATES:</p>		<p><b>Future Meeting Dates:</b>  <del>8/15/22 (cancel)</del>  <del>8/29/22* 5th Monday</del>  <del>9/5/22 (Labor Day, no meeting)</del>  9/19/22  10/3/22  10/17/22  11/7/22</p>



		11/21/22 1/16/23 (MLK Day, no meeting) 2/6/23 2/20/23 (President's Day, no meeting) 3/6/23 (Spring Break, no meeting) 3/20/23 4/3/23 4/17/23 5/1/23
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### **Program Review Goals for 2022-2023**

- 1) Work toward better alignment of resource requests with the Budget Committee.
- 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.