Program Review Committee Meeting Minutes	Monday, February 5, 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, Vanessa, LaDonna, Linda, Wendy, Reina, Megan
Absent: Meeta, Josh, Samuel
Guests: Amanda

	Items	Person	Action
I.	Opening Comments from the Co-Chairs	*Meeta / Stacey*	**Issues Discussed:** Stacey shared about what the committee needs to accomplish this semester, including the non-instructional PR template and considering how PR will be done in the future and whether or not that could be in eLumen, or other means.
II.	Open Comments from the Public		**Issues Discussed:** none
III.	Action Item: Approval of Meeting Minutes -11/20/2023	*Stacey*	**Issues Discussed:** none **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	*Meeta*	**Issues Discussed:** tabled to next meeting **Follow Up Items:**
V. Action Item: Budget Committee Liaison	*Stacey*	**Issues Discussed:** Stacey to remain for now **Action Taken:** appointed Megan as proxy **Follow Up Items:**
VI. Peer Review Assignments	*Stacey*	**Issues Discussed:** Stacey showed that all the Peer Review are assigned in Canvas. We are still waiting for Executive Council and Student Life Program Review reports to be submitted. **Follow Up Items:** Each Peer Review team should submit ONE document that they collectively agree on, using one Peer Review form for each discipline/area within in the Program Review report. (e.g. submit one Word doc with 10 peer reviews in it because MSE has 10 disciplines)
VII. Discussion Item: Goal #5 Survey	*Meeta*	**Issues Discussed:** Vanessa brought the result of the Program Review survey to share and we reviewed it briefly. **Follow Up Items:** Read through the feedback and we will discuss it more depth at a future meeting.
VIII. Discussion: PR Template for Non-instructional Areas	*Stacey*	**Issues Discussed:** The committee looked at the draft. Stacey shared feedback from Counseling. We discussed adding back success & retention into the guiding questions for Part 2A. We discussed moving the "Risk Analysis" question to be combined with "Challenges." **Follow Up Items:** Stacey will make some revisions and email out to the committee for comments and consideration. We hope to take action at the next meeting.
IX. Information Item: What's Ahead This Year		**FALL:** ✓ 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 **SPRING:** • 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.

		o What revisions to the PR template should we consider? o Consider "CIPs" in non-academic areas o Should we have separate Academic & Operational templates? o Should we move Program Review into eLumen? o What changes are needed for the Peer Review process & form?
X. **NEXT MEETING DATES:**		**Future Meeting Dates:** (1ˢᵗ & 3ʳᵈ Mondays 3pm – 4:30pm) Spring 2024: ~~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 *May need to consider additional Spring meeting on 4/29/24.*

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.