

Program Review Committee Meeting Minutes

Monday, May 4, 2020
via ZOOM
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. Glenn Haller, Outcomes Committee Chair
 Dr. Svetlana Deplazes, Director of IR
 Reina Burgos, Counseling Division Representative
 Kathy Osburn, CTE Division Representative
 Dr. Gary Heaton-Smith, A&H Division Representative
 Dr. Cynthia Lehman, S&BS Division Representative
 VACANT, MSE Division Representative
 VACANT, R&L Division Representative
 VACANT, HSS Division Representative
 VACANT, Library Division Representative
 Richard Fleishman, Faculty at Large Representative
 LaDonna Trimble, Student Services
 VACANT, Classified Representative
 VACANT Academic Dean, Academic Affairs
 VACANT, ASO Representative

Present: Stacey, Reina, Rich, Glenn, Gary, Meeta, Svetlana, Kathy, LaDonna

Absent: Cynthia

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u>
II. Open Comments from the Public		<u>Issues Discussed:</u>
III. Approval of Meeting Minutes -3/2/2020	<i>Stacey</i>	<u>Issues Discussed:</u> Approved unanimously <u>Action Taken:</u>
IV. Due Date of Program Review	<i>Stacey</i>	<u>Issues Discussed:</u> Due to COVID-19, the PR Committee skipped its scheduled meeting on 3/16 and instead voted on an action via email on 3/31: The results of the vote are as follows: 1. Do you think we should skip turning in Program Review reports during the Spring 2020 semester? YES unanimously

		<p>2. Do you think we should move the due date (in general - not just this one time) to Fall? YES unanimously</p> <p>3. Which Fall due date would you prefer: 11/15 (by one vote 4-3)</p> <p>Action Taken: Yes, Yes, 11/15</p> <p>Follow Up Items: So next steps would be communicating this action to the AVC community. Stacey will send a memo to the Academic Senate, email campus leadership, and post the change of due date on the Program Review webpage and the PR Canvas Training, with a promise of more info to follow. We will need to provide a little more direction and guidance on this change, expectations in terms of action plans, and writing the report in the Fall.</p>
V. Accreditation: Recommendation 1	<i>Meeta</i>	<p>Issues Discussed: Meeta discussed Recommendation #1 and will send the committee a draft of the response soon for review and discussion.</p> <p>Action Taken:</p> <p>Follow Up Items:</p>
VI. PR Committee Annual Report	<i>Stacey</i>	<p>Issues Discussed: The committee reviewed the draft report and discussed progress on 2019-2020 goals as well as obstacles.</p> <p>Action Taken:</p> <p>Follow Up Items:</p>
VII. Status of "Action Plans"	<i>Glenn / Stacey</i>	<p>Issues Discussed: Glenn reported that due to timing of Senate meetings and COVID-19, the official move of Actions Plans from Outcomes to Program Review will not happen this semester, but likely in the early Fall. Outcomes and PR will work closely together to support the campus in writing quality Action Plans.</p> <p>Action Taken:</p> <p>Follow Up Items:</p>
VIII. Planning for Fall 2020: -PR Committee Goals -Committee Member Responsibilities / PR Checklist -Division Rep / New Member Training -Actions Plans??? -PR Workshops -Peer Review Process / Peer Review Form	<i>Stacey</i>	<p>Issues Discussed: The committee reviewed goals, which will likely carry over to 2020-2021 academic year. We may need to add a goal about Action Plans. We need to consider how to best train new committee members / division reps, including finishing the checklist. We need to further discuss the peer review process and the feedback form, as well as consider the idea that all Program Review could undergo the peer review process each year. This also leads to a discussion of the meaning of "comprehensive" versus "annual update." These terms need to be re-defined or done away with.</p> <p>Action Taken:</p> <p>Follow Up Items: All of these items are to be considered and discussed and the committee will address these matters at the first meeting in the Fall.</p>



IX. NEXT MEETING DATE:		Future Meeting Dates: <i>Fall 2019: 9/16, 10/7, 10/21, 11/4, 11/18, 12/2</i> <i>Spring 2020: 2/3, 3/2, 3/16, 4/6, 4/29, 5/4, 5/18</i>

Program Review Goals for 2019-2020

- 1) Work toward better alignment of resource requests with Budget Committee.
- 2) Consider the use of e-Lumen for the Program Review process.
- 3) Work on moving beyond a culture of compliance toward a culture of utilizing Program Review in the strategic planning and budgeting process.

Accreditation Recommendation #1:

“Engage in deeper dialogue using interactive dashboards with disaggregated outcomes data to further enhance program review, resource allocation, and institutional planning (Standard I.B).”