



# Program Review Committee Meeting Agenda

Monday, February 3, 2025  
MH-321

Time – 3pm – 4:30pm

**Type of Meeting:** *Regular*  
**Note Taker:** Richie Neil Hao

**Committee Members:**

- Dr. Richie Neil Hao, Faculty Co-Chair
- Dr. Rebecca Farley, Co-Chair
- Dr. Gary Heaton-Smith, Outcomes Committee Chair, A&H Division Representative
- VACANT, Research Analyst/Tech
- VACANT, eLumen Data Steward
- Cindy Vargas, Kinesiology & Athletics Division Representative
- Reina Burgos, Counseling Division Representative
- Samuel Padilla, Aerospace Industrial Arts & Applied Technologies Division Representative
- Dr. Cynthia Lehman, S&BS Division Representative
- Joshua Strong, MSE Division Representative
- Annamarie Perez, Language & Comm Arts Division Representative
- Jennifer Rock, HSS Division Representative
- Linda Parker, Equity & Student Achievement Representative
- Megan Owens, Faculty at Large Representative
- Van Rider, Workforce Development & Community Engagement
- VACANT, Student Services
- VACANT, Classified Representative
- Dr. Jedi Lobos, Academic Dean, Academic Affairs
- VACANT, ASO Representative

*Present:*  
*Absent:*  
*Guests:*

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow UP Items:</u></b>
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	<b><u>Issues Discussed:</u></b>
III. Open Comments from the Public		<b><u>Issues Discussed:</u></b>
IV. Action Item: Approval of Meeting Minutes (11/18/2024)	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
V. Discussion Item: Peer Review Norming Session	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Follow Up Items:</u></b>

VI. Discussion Item: Peer Review Teams/Assignments	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Follow Up Items:</u></b>
VII. Action Item: Peer Review Feedback Forms	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Follow Up Items:</u></b>
VIII. Action Item: Program Review Survey ( <a href="https://www.surveymonkey.com/r/ProgramReviewSurvey24_25">https://www.surveymonkey.com/r/ProgramReviewSurvey24_25</a> )	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Action Taken:</u></b> <b><u>Follow Up Items:</u></b>
IX. Discussion: eLumen	<i>Richie</i>	<b><u>Issues Discussed:</u></b> <b><u>Follow Up Items:</u></b>
X. Information Item: What's Ahead This Year		<p><b><u>FALL:</u></b></p> <ul style="list-style-type: none"> <li>• Update and provide Program Review Training in Canvas</li> <li>• Review PR Handbook, update as necessary</li> <li>• Provide CIP instructions &amp; training, due 9/30</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>• Define the peer review process, update forms as necessary</li> </ul> <p><b><u>SPRING:</u></b></p> <ul style="list-style-type: none"> <li>• Peer review norming session, train committee members, 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>
XI. <b>NEXT MEETING DATES:</b>		<p><b>Future Meeting Dates:</b> (1<sup>st</sup> &amp; 3<sup>rd</sup> Mondays 3pm – 4:30pm)</p> <p><u>Fall 2024:</u>        8/19/24 (8/26 instead)        9/2/24 (No meeting, Labor Day)        9/16/24        10/7/24        10/21/24        11/4/24        11/18/24        12/2/24 (The Committee approved to cancel this meeting.)</p> <p><u>Spring 2025:</u>        2/3/25        2/17/25 (No meeting, President's Day)</p>



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**Program Review Committee Goals for 2024-2025**

- 1) Establish and better define the connection between the Program Review and the Budget resource allocation and approval process.
- 2) Collaborate with the campus community to enhance communication, engagement, and implementation of the program review process in alignment with the college mission thereby fostering a culture of continuous self-reflection and dialogue.
- 3) Evaluate the Non-Instructional Program Review template based on feedback to better support operational areas.
- 4) Utilize the Program Review process evaluation data to make continuous improvements.