Program Review Committee Meeting Minutes	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: Richie, Rebecca, Gary, Cindy, Reina, Cynthia, Joshua, Annamarie, Linda, Megan, Van, Jedi
Absent: Samuel, Jennifer
Guests: Dr. Svetlana Deplazes

Items	Person	Action
I. Action Item: Approval of the Agenda	*Richie*	**Issues Discussed:** None. **Action Taken: Approved.**
II. Opening Comments from the Co-Chairs	*Richie/ Rebecca*	**Issues Discussed:** Richie welcomed the committee and thanked them for their contributions. Richie also thanked Stacey Adams for her service. Richie also mentioned that there are still a few outstanding Program Review reports. Richie contacted relevant areas. Rebecca welcomed and thanked the committee.

III.	Open Comments from the Public		**Issues Discussed:** None.
IV.	Action Item: Approval of Meeting Minutes (11/18/2024)	*Richie*	**Issues Discussed:** None. **Action Taken:** Approved. **Follow Up Items:** Richie will post to PR webpage.
V.	Discussion Item: Peer Review Norming Session	*Richie*	**Issues Discussed:** Richie discussed a norming session that could be scheduled via Zoom. However, given the timeline to complete the reviews by 3/6/25, the committee decided it would be best for experienced members to guide new members through the peer review process. **Follow Up Items:** None.
VI.	Discussion Item: Peer Review Teams/Assignments	*Richie*	**Issues Discussed:** Richie went over the peer review process on Canvas. Richie reminded everyone that peer reviewers need to fill out one feedback form for each report received (ex: If there are 10 reports for one division, there should be 10 feedback forms). The reviews are due 3/6/25. Members teamed up with each other as peer reviewers. Each new member is teamed up with an experienced member. **Follow Up Items:** Richie will inform members of review assignments by 2/10/25.
VII.	Action Item: Peer Review Feedback Forms	*Richie*	**Issues Discussed:** Richie developed a Non-instructional Feedback Form since this is the first time we're using it. Very similar to Instructional. The Instructional feedback form updates are the year info and removing Survey Monkey link for budget request. Van brought up that it would be beneficial to align outcomes with equity goals and connecting to Chancellor's Vision of Success Initiatives. Richie mentioned that this is something we can further discuss as a committee. **Action Item**: Approved both feedback forms.

		Follow Up Items: Upload forms on Canvas.
VIII. Action Item: Program Review Survey (https://www.surveymonkey.com/r/ProgramReviewSurvey24_25)	*Richie*	**Issues Discussed:** Per the committee's recommendations from previous meeting in November, Richie went over the updated survey. Rebecca asked if the survey is meant to gather input from the peer review feedback. Megan mentioned that the survey is primarily about engaging in the Program Review experience in Fall 2024. When people answered "no" for the first survey question, instead of just ending the survey altogether, Jedi suggested that a "no" response should direct to another text box with an open-ended question: "What opinion/understanding do you have about Program Review at AVC?" **Action Taken**: The survey will be revised with Dr. Svetlana Deplazes' assistance to include Jedi's suggestion. Once the survey has been revised, it will be emailed to the committee for further review and approval. **Follow Up Items:** Richie will follow up with Dr. Deplazes for the revision of survey before sending it out.
IX. Discussion: eLumen	*Richie*	**Issues Discussed:** Richie had a Zoom meeting with Gary, Dr. Alex Parisky, and Bob Zemlin from eLumen to build a PR Report template for Program Review submission/review. Another meeting will take place. **Follow Up Items:** Richie will provide update for next meeting.
X. 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, update forms as necessary **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.
XI. **NEXT MEETING DATES:**		**Future Meeting Dates:** (1st & 3rd Mondays 3pm – 4:30pm) Fall 2024: 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.) Spring 2025: ~~2/3/25~~ ~~2/17/25~~ (No meeting, President's Day) 3/3/25 3/17/25 4/7/25 4/21/25 5/5/25 5/19/25

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.