



Program Review Committee Meeting Agenda

Monday, November 18, 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
- VACANT, Research Analyst
- 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	Stacey / Meeta	<u>Issues Discussed:</u> <u>Action Taken:</u>
II. Opening Comments from the Co-Chairs	Stacey / Meeta	<u>Issues Discussed:</u>
III. Open Comments from the Public		<u>Issues Discussed:</u>
IV. Action Item: Approval of Meeting Minutes -11/4/2024	Meeta	<u>Issues Discussed:</u> <u>Action Taken:</u> <u>Follow Up Items:</u> Stacey will post to PR webpage.

V. Discussion: Course Improvement Plans in Your Area (due 11/30)	<i>Meeta</i>	<p><u>Issues Discussed:</u></p> <p><u>Follow Up Items:</u></p>
VI. Discussion: Developing the Program Review Survey	<i>Meeta</i>	<p><u>Issues Discussed:</u> Should we revise the existing PR survey to get more specific feedback regarding PR processes / cycle?</p> <p><u>Follow Up Items:</u></p>
VII. Information Item: What's Ahead This Year		<p><u>FALL:</u></p> <ul style="list-style-type: none"> • 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 <p><u>SPRING:</u></p> <ul style="list-style-type: none"> • 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.
VIII. NEXT MEETING DATES:		<p>Future Meeting Dates: (1st & 3rd 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</p> <p><u>Spring 2025:</u> 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</p>



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.