



# Program Review Committee Meeting Minutes

Monday, August 26, 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

Jennifer Rock, HSS Division Representative

Linda Parker, Library Division Representative

VACANT, Faculty at Large Representative

LaDonna Trimble, Student Services

VACANT, Classified Representative

Jedi Lobos, Academic Dean, Academic Affairs

VACANT, ASO Representative

*Present: Stacey, Gary, Cindy, Cynthia, Sam, Jedi, Josh, Linda, Vanessa*

*Absent: Meeta, LaDonna, Reina, Jennifer*

*Guests: Megan Owens*

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<b>Issues Discussed:</b> Stacey explained the work to be done this Fall. She is concerned about how we will implement Course Improvement Plans and will provide an update on that at a later date.
II. Open Comments from the Public		<b>Issues Discussed:</b> none
III. Action Item: Approval of Meeting Minutes -4/15/2024	<i>Stacey</i>	<b>Issues Discussed:</b> <b>Action Taken:</b> approved unanimously <b>Follow Up Items:</b> Stacey to post to PR webpage

IV. Discussion: Planning & Achieving the Dream	<i>Meeta</i>	<p><b><u>Issues Discussed:</u></b></p> <p><b><u>Follow Up Items:</u></b> tabled until next meeting</p>
V. Discussion Item: 2024-2025 Committee Membership	<i>Stacey</i>	<p><b><u>Issues Discussed:</u></b> Committee members review list of their roles and terms. Some new members are not present today.</p> <p><b><u>Follow Up Items:</u></b> A few vacancies still need to be filled, including LaDonna's position.</p>
VI. Program Review Reports, Training & Reporting Organization	<i>Stacey</i>	<p><b><u>Issues Discussed:</u></b> Program Review Training in Canvas has been updated and is available. There are still a few updates to be made related to Data and Reporting Organization. In early September, Stacey will send out an email to the college to get started on Program Review, but anyone can get started sooner if they want. Report Organization still needs work due to the re-org. Stacey will be reaching to affected areas to discuss their reporting structure.</p> <p><b><u>Follow Up Items:</u></b> Stacey will continue to update PR Training in Canvas when information is available.</p>
VII. Discussion: Course Improvement Plans & Outcomes Improvement Plans	<i>Stacey / Gary</i>	<p><b><u>Issues Discussed:</u></b> Course Improvement Plans have not been set-up in eLumen yet. Stacey and Gary had a meeting with Dr. Bakhit to discuss getting support for this. We need an eLumen data steward and general support maintaining and using eLumen on an ongoing basis.</p> <p><b><u>Follow Up Items:</u></b></p>
VIII. Division Rep Duties	<i>Stacey</i>	<p><b><u>Issues Discussed:</u></b> Division reps serve as the main communication line between this committee and their divisions / areas. Division reps should reach out to their Deans &amp; Department Chairs and take an active role in leading Program Review in their areas, offering one-on-one help and workshops.</p> <p><b><u>Follow Up Items:</u></b></p>
IX. Discussion Item: Goal #5 Survey	<i>Vanessa</i>	<p><b><u>Issues Discussed:</u></b> Vanessa shared data from the Spring 2024 survey.</p> <p><b><u>Follow Up Items:</u></b> We need to continue using the survey and review the data to see if we've made improvements.</p>
X. 2024-2025 PR Committee Goals	<i>Stacey</i>	<p><b><u>Issues Discussed:</u></b> The committee worked together to write draft goals (at the bottom of this document).</p> <p><b><u>Follow Up Items:</u></b> We will further review and revise them at our next meeting and then take Action.</p>
XI. PR Handbook Update	<i>Stacey</i>	<p><b><u>Issues Discussed:</u></b> Stacey showed the committee where to find the PR Handbook on the Program Review Training in Canvas. The Handbook is due for revision.</p> <p><b><u>Follow Up Items:</u></b> Please review the Handbook before our next meeting and bring and revisions at that time.</p>
XII. 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> </ul>

		<ul style="list-style-type: none"> <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>
<p><b>XIII. NEXT MEETING DATES:</b></p>		<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</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 2023-2024 with Year-end Feedback**

- 1) Strengthen the connection between the Program Review and the Budget resource allocation and approval process.
  - a. In progress, stagnant due to lack of motion with eLumen,
  - b. lack of communication with the Budget Committee.
- 2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
  - a. Seeing stronger connection to program review goals, but evidence of continuous improvement takes time. We hope to see the results in Part 2C & 2D of the PR reports over time.



- 3) Improve communication about Program Review with the campus community.
  - a. Reps indicate they are getting more feedback & questions
  - b. Implemented survey
  - c. Div reps doing workshops was helpful
- 4) Better support operational areas by improving the Program Review template to foster more meaningful reports.
  - a. We created a non-instructional template, and gathered feedback the entire year.
  - b. The template was approved at our 4/15 meeting, and while it may not be perfect for all areas, it is a good starting place and we will continue to gather feedback and make changes.
- 5) Institute a Program Review process evaluation.
  - a. We implemented a survey and got good participation in the survey.
  - b. We will be looking at the survey results in more detail in the Fall.



## **DRAFT 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) **Support improvement** in success and retention rates by.... 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) Evaluate the Non-Instructional Program Review template and gather feedback to support operational area.
- 5) Utilize the Program Review process evaluation data to make continuous improvements.