



Program Review Committee Meeting Minutes

Monday, October 21, 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: Stacey, Cindy, Gary, Annamarie, Reina, Jedi, Josh, Megan, Linda

Absent: Cynthia, Van, Meeta, Jennifer, Samuel

Guests:

Items	Person	Action
I. Action Item: Approval of the Agenda	Stacey / Meeta	<u>Issues Discussed:</u> added four agenda items (VII – X) <u>Action Taken:</u> approved unanimously
II. Opening Comments from the Co-Chairs	Stacey / Meeta	<u>Issues Discussed:</u> Stacey is resigning from the committee, effective end of Fall semester, 12/6/2024, due to a lack of support.
III. Open Comments from the Public		<u>Issues Discussed:</u> none
IV. Action Item: Approval of Meeting Minutes -9/16/2024	Stacey	<u>Issues Discussed:</u> <u>Action Taken:</u> 9/16 minutes approved unanimously. 10/7 minutes approved, 3 abstentions (due to absences) <u>Follow Up Items:</u> Stacey to post to PR webpage

-10/7/2024		
V. Discussion: Course Improvement Plans	Stacey	<p>Issues Discussed: Division reps shared status, encouraged to continue supporting divisions in writing CIPs, due 11/30/24. Due to an eLumen challenge, the set-up of the CIPs is not what the committee discussed and approved in the Spring. There is no box to write the CIPs in, so tell everyone to do it in #3.</p> <p>Follow Up Items:</p>
VI. Discussion: Program Review in Your Area	Stacey	<p>Issues Discussed: Division reps shared status, encouraged to continue supporting division faculty in writing their PR reports.</p> <p>Follow Up Items: Check with Deans for their division due date.</p>
VII. Action Item: Approval of Goals		<p>Issues Discussed: Reviewed goals for 2024-2025</p> <p>Action Taken: Approved unanimously</p> <p>Follow Up Items:</p>
VIII. Action Item: Committee Structure		<p>Issues Discussed: Senate has rejected our committee structure twice and has asked us to consider adding Adjunct representative and Faculty Union representative positions to the committee.</p> <p>Action Taken: Motion to add Adj rep to committee: 1 approved, 1 abstention, 6 opposed Motion to add Faculty Union rep to committee: 0 approved, 2 abstentions, 6 opposed</p> <p>Follow Up Items: Stacey to report to Senate Exec</p>
IX. Action Item: Budget Committee Rep		<p>Issues Discussed: Stacey is resigning from this position and cannot attend Budget Committee meetings. No one from the PR Committee stepped forward to fill the position, currently vacant.</p> <p>Action Taken: no action taken</p> <p>Follow Up Items: Ask the Budget Committee if someone can serve on SPC & BC representing two different areas / committees</p>
X. Discussion: MSE Survey re: PR Cycle		<p>Issues Discussed: Josh shared a survey that was done among a small group of faculty in MSE division. Discussion ensued of changing the PR process / cycle.</p> <p>Follow Up Items: Stacey to bring last year's survey results to next meeting, division reps should discuss the Program Review process with their divisions to get feedback about the PR process / cycle. The PR Committee should further discuss and likely create a survey specific to this topic to go out in the Spring.</p>
XI. Discussion: PR Handbook Update	Meeta	<p>Issues Discussed: At the last meeting, a PR Handbook subgroup was created to include Meeta, Linda, Anamarie, and Van to review the document for appropriate changes prior to the meeting on 11/4.</p> <p>Action Taken:</p>

		<p>Follow Up Items: They will bring their suggestions to the 11/4 meeting.</p>
<p>XII. Information Item: What's Ahead This Year</p>		<p>FALL:</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>SPRING:</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.
<p>XIII. NEXT MEETING DATES:</p>		<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.