



Program Review Committee Meeting Minutes

Monday, November 18, 2024
MH-321

Time – 3pm – 4:30pm

Type of Meeting: *Regular*

Note Taker: Meeta Goel

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: Meeta, Cindy, Josh, Cynthia, Annamarie, Jennifer, Linda, Megan, Van, Jedi

Absent: Stacey, Gary, Reina, Samuel

Guests:

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Meeta</i>	<p>Issues Discussed: Add IR Membership to today's agenda since some discussion regarding the Research Analyst vacancy took place earlier this semester.</p> <p>Action Taken: After some discussion, the committee proposed modifying the IR membership position on PRC to Research Analyst/IR Designee and check with Stacey as to whether that change would require Senate approval.</p>
II. Opening Comments from the Co-Chairs	<i>Meeta</i>	<p>Issues Discussed: Opening Comments from Stacey were shared with the committee:</p> <p>1) Program Review reports are being submitted. A handful are in, but still many outstanding.</p>

		2) The Program Review Committee membership/structure was finally approved by the Academic Senate on 11/7 but not without a lot of heated discussion.
III. Open Comments from the Public		Issues Discussed: None-no members of the Public were present.
IV. Action Item: Approval of Meeting Minutes -11/4/2024	<i>Meeta</i>	Issues Discussed: Under agenda item VIII, change review to reviewed. Action Taken: 11/4/2024 Minutes approved. Follow Up Items: Stacey will post to PR webpage.
V. Discussion: Course Improvement Plans in Your Area (due 11/30)	<i>Meeta</i>	Issues Discussed: Area reps reported that the work on the CIPs is in progress still. Follow Up Items:
VI. Discussion: Developing the Program Review Survey	<i>Meeta</i>	Issues Discussed: Should we revise the existing PR survey to get more specific feedback regarding PR processes/cycle? The following modifications to the PR survey were proposed without really changing the survey, so that comparisons to prior year survey data would be possible. The Committee elected to eliminate question #1 since it was unclear as to how that information was useful; move the old #6 to after the old #1 and add the question: What's your role in program review?; then follow with the old #7, #8, #9, and #10; then the old #2, #3, #4, #5; and end with #11. Follow Up Items: Meeta will send the revised survey link to Stacey and see if the committee can approve the revised survey via email by the end of this semester.
VII. Information Item: What's Ahead This Year		FALL: <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 SPRING: <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>VIII. 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 (The Committee approved to cancel this meeting.)</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>
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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.