

Program Review Committee Meeting Minutes		Monday, April 21, 2025 MH-321 Time: 3pm – 4:30pm
Type of Meeting: <i>Regular</i> 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 Dr. Alex Parisky, 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 <i>Absent: Samuel, Jennifer</i> <i>Guests: Dr. Svetlana Deplazes</i>		
Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	Issues Discussed: None. Action Taken: Approved.
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	Issues Discussed: Richie thanked the committee for doing the research on what other colleges are doing for their Program Review. Rebecca informed the committee that the program review reports were fed into the Resource Allocation Portal.
III. Open Comments from the Public		Issues Discussed: None.
IV. Action Item: Approval of Meeting Minutes (4/7/25)	<i>Richie</i>	Issues Discussed: None. Action Taken: Abstention from Gary. Approved.

		Follow Up Items: Richie will post on PR webpage.
V. Discussion & Action Item: Program Review Cycle	<i>Richie</i>	<p>Issues Discussed: Based on the info shared so far from some committee members, it looks like colleges are doing comprehensive reports (3-6 years) and annual updates. Annual updates are not simply checking a box and writing a budget request. In addition to budget request, annual updates should also look at annual data and reflect on previous goals and student achievement.</p> <p>Jedi said that annual updates will be less than the comprehensive reviews. Richie emphasized that there must be a distinction between annual updates and comprehensive reviews.</p> <p>Jedi recommended that there should be videos to help understand the comprehensive reports and annual updates. Justification is also needed for budget requests.</p> <p>Josh expressed a concern that we have accreditation with the current annual program review process, so we should keep it. Perhaps just make it simpler.</p> <p>Van asked about process vs. culture change in terms of how we approach program review. We have a lot of things that we must do (e.g., course/program revisions). We can probably control the process.</p> <p>Svetlana pointed out that we need to have stronger disaggregated data for program review, so that's something we must address. Svetlana also added that it is possible for data from the prior year to be available in mid- to late July if people want to access them to start program review early.</p> <p>Given that CTE programs must do program review every two years (Title 5), Richie mentioned it is worth considering comprehensive reviews every four years (Megan mentioned this last meeting). That way, it would be easier to track those reports from CTE programs.</p> <p>With two meetings left, Richie doesn't think the committee has enough time to work on new templates for comprehensive review and annual update, so he proposed to make the review cycle change effective Fall 2026 (if the committee votes to change the program review cycle) to have more time to develop</p>

		<p>the templates and a rollout plan for which programs/areas will do the comprehensive review (e.g., Year 1, 2, 3, 4).</p> <p>Since there was no additional discussion, Richie asked the committee to make a motion to vote for changing from the annual review to a four-year comprehensive review with an annual update starting Fall 2026. Fall 2025 will remain the same with the annual program review. This is a recommendation only to the Senate. Senate has to approve it.</p> <p>Action Taken: Moved the motion from Gary. Jedi seconded. Opposed from Josh. Approved by the Committee.</p> <p>Follow Up Items: Richie will send an update to the Senate of the committee's recommendation to do the annual review in Fall 2025 and transition to a four-year comprehensive review with annual update starting Fall 2026.</p>
VI. Discussion Item: Course & Outcome Improvement Plans	Richie	<p>Issues Discussed: Rebecca asked from the previous meeting to get some context on CIP/OIP. Van will look up for more information.</p> <p>Follow Up Items: Will continue discussion once more info is available.</p>
VII. Discussion & Action Item: Program Review Report Templates	Richie	<p>Issues Discussed: Since we're doing the same annual review for Fall 2025, Richie asked if the committee still wanted to implement the minor changes that were discussed before or just leave everything as is since the change will happen again for Fall 2026 (assuming the change to program review cycle is approved by Senate). From the committee's discussion, it was clear that it makes sense to leave everything as is now.</p> <p>Linda asked about eLumen and if it's going to be used for program review. Richie said that he developed a template over spring break and planned to launch it possibly for Fall 2025. However, given the changes, it might be best to develop it in time for Fall 2026 so we're not working on the templates twice. The committee also needs to test run the template.</p> <p>Svetlana mentioned that the web link for the dashboard in Part 5 of the Program Review Report template may change. If and when that changes, "Required" and "Optional" areas under Part 5 may need to be removed since "Success & Retention" and "Program Awards" tabs may be called something else. If the change takes place, we have to change the names accordingly.</p>

		<p>The committee needs to monitor the change to the web link so that can be corrected before the program review process starts in the fall. Either way, that would be the only minor change for Fall 2025, so that people can access the correct link with the accurate names/labels to do their program review.</p> <p>Action Taken: Tabled until Svetlana knows more about the change in the dashboard's web link.</p>
VIII. Information Item: What's Ahead This Year		<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.
IX. 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 (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</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.