

Program Review Committee Meeting Minutes

Monday, November 17, 2025
MH-321

Time: 3pm – 4:30pm

Type of Meeting: *Regular*

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, HSS Division Representative

Reina Burgos, Counseling Division Representative

Samuel Padilla, Aerospace Industrial Arts & Applied Technologies Division Representative

Dr. Cynthia Lehman, S&BS Division Representative

Dr. Joshua Strong, MSE Division Representative

Annamarie Perez, Language & Comm Arts 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

Absent: Gary, Sam, Megan

Guests:

Items	Person	Action
I. Action Item: Approval of the Agenda	<i>Richie</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Approved.
II. Opening Comments from the Co-Chairs	<i>Richie/ Rebecca</i>	<u>Issues Discussed:</u> Richie received most of the Program Review Reports and will be following up for any missing reports and reports that need revision. Rebecca mentioned that Svetlana Deplazes added some additional data/features on the Program Review dashboard. The basic functions of the dashboard remain largely the same.
III. Opening Comments from the Public		<u>Issues Discussed:</u> None.
IV. Action Item: Approval of Meeting Minutes (11/3/25)	<i>Richie</i>	<u>Issues Discussed:</u> None. <u>Action Taken:</u> Approved.

V. Discussion Item: Program Review Rollout Plan	Richie	<p>Issues Discussed: Based on the feedback from the committee, Richie discussed the Annual Update Form again. Svetlana wrote a comment on the form to remove Question 3 for Course Improvement Plan, which makes sense since it's redundant. After all, the first two questions ask about what could be done to sustain the expected performance or improve the expected performance. The committee agreed to remove the third question for CIP.</p> <p>Rebecca suggested to change the naming of retention and success data (under Student Equity Data) to something more representative of what we've been collecting. In the end, the committee agreed that we should name it "Equity and Enrollment data," which is consistent to the Program Review Dashboard.</p> <p>Jedi also commented that training our faculty to understand the difference between recurring and one-time cost when filling out resource requests. For instance, requesting faculty is a recurring cost given the salary. The committee agreed that this will be a part of our training to remind that distinction.</p> <p>Richie asked the committee if we're ready to put the Annual Update Form as an action item for the next meeting, so we can keep moving forward with the rollout plan. It is understandable that we may still make some minor changes later. The committee agreed.</p> <p>Follow Up Items: Richie will put the Annual Update Form as an action item for next meeting.</p>
VI. Discussion Item: Program Review Handbook	Richie	<p>Issues Discussed: Given that we have made some changes to our process and expect that we'll be using Coursedog for Program Review, it is necessary to update the Handbook. We won't submit for Senate review until spring, but we need to get started.</p> <p>Richie made some comments on the document for committee members to consider. Richie asked the committee to review the Handbook and provide comments in the document wherever needed.</p> <p>Follow Up Items: Richie will update the Handbook based on the comments received so that the committee can review it again.</p>
VII. Discussion Item: Peer Review Process	Richie	<p>Issues Discussed: Since our first meeting in spring is not until March, the committee needs to start figuring out our peer</p>

		<p>review process at the next meeting. We need to develop peer review pairings and go over a brief norming process as well.</p> <p>Follow Up Items: Richie will discuss the peer review process at the next meeting.</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 2025:</u> 8/18/25 (Cancelled) 9/1/25 (No meeting, Labor Day) 9/15/25 10/6/25 10/20/25 11/3/25 11/17/25 12/1/25</p> <p><u>Spring 2026:</u> 2/2/26 (No meeting, Spring semester has not started) 2/16/26 (No meeting, President's Day) 3/2/26 3/16/26 4/6/26 (No meeting, Spring Break) 4/20/26 5/4/26 5/18/26 6/1/26</p>



- 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 Program Review template based on feedback to better support operational areas.
- 4) Utilize the Program Review process evaluation data to make continuous improvements.