



Program Review Committee Meeting Minutes

Monday, October 3, 2022
via ZOOM 991 5688 4024
<https://cccconfer.zoom.us/j/99156884024>
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
Dr. Svetlana Deplazes, eLumen Data Steward
Cindy Vargas, Athletics & Kinesiology Division Representative
Reina Burgos, Counseling Division Representative
Samuel Padilla, CTE Division Representative
Richard Fleishman, S&BS Division Representative
Dr. Cynthia Lehman, S&BS Division Representative
Joshua Strong, MSE Division Representative
Ronda Nogales (Karen Heinzman), Language & Comm Arts Division Representative
Wendy Stout, HSS Division Representative
Van Rider, Library Division Representative
Megan Owens, Faculty at Large Representative
LaDonna Trimble, Student Services
VACANT, Classified Representative
Christos Valiotis, Academic Dean, Academic Affairs
VACANT, ASO Representative

Present: Stacey, Cindy, Joshua, Megan, Reina, Rich, Wendy, Vanessa, Karen, Meeta, Svetlana, Christos, Cynthia, Van,

Absent: Gary, La Donna, Samuel

Guests:

| Items | Person | Action |
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| I. Opening Comments from the Co-Chairs | <i>Meeta / Stacey</i> | <u>Issues Discussed:</u> Meeta brought up a question about how the Executive Council program review report is done and organized. Meeta will discuss with the President. Conversation to be continued in the near future. |
| II. Open Comments from the Public | | <u>Issues Discussed:</u> none |
| III. Action Item: Approval of Meeting Minutes -9/19/2022 | <i>Stacey</i> | <u>Issues Discussed:</u> 9/19/2022 Meeting Minutes <u>Action Taken:</u> Approved, 3 abstentions <u>Follow Up Items:</u> Stacey to post to PR webpage |

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| IV. Discussion: CIPs Check In | Stacey | <p>Issues Discussed: Stacey asked division reps to share about how CIPs are going in their areas. Overall positive feedback was given, but some questions came up in the process. Some have access issues with eLumen and assigning collaborators.</p> <p>Follow Up Items: Svetlana suggested that we may want to assign collaborators in eLumen in advance in the future as cycles are planned to make it easier for department chairs.</p> |
| V. Action Item: Updating the Program Review Committee Information Sheet | Stacey | <p>Issues Discussed: We revised the PR Committee purpose at the previous meeting, updating language in this section and also trying to keep the purpose more broad and less specific, so it doesn't need to be updated frequently when the committee makes changes to procedures in the future.</p> <p>Action Taken: Approved unanimously</p> <p>Follow Up Items: Stacey will send the revised Committee Information sheet to the Academic Senate.</p> |
| VI. Discussion: Program Review & Your Role | Stacey | <p>Issues Discussed: Stacey encouraged committee members to be leaders in their areas, reach out to deans, department chairs and offer support and help. Division reps should encourage their areas to meet together to work on Program Review, exchange ideas and collaborate. Stacey shared that in Part 3 for some goals, she found it challenging to complete the new column on the far right "Measure of Success - (How would you know you've achieved your goal?)" Christos shared the idea that because the way we write the goals, not all goals will be measurable. We may want to consider this in the wording of this section of the Program Review form in the future.</p> <p>Follow Up Items: Committee members should contact their constituents and provide support in the PR process over the next 6 weeks. Look through the Program Review Training in Canvas.</p> |
| VII. Discussion: Changing the Peer Review Process & Form | Stacey | <p>Issues Discussed: Stacey shared that she believes the Peer Review process and form may need to be updated and revised. The current form and process does not work well for large divisions or areas with many academic disciplines or functional areas.</p> <p>Follow Up Items: Committee members should look at the existing Peer Review form and review some Peer Review reports from last year, which can be found on the PR webpage. Bring ideas and feedback to the next meeting.</p> |
| VIII. Discussion: Accreditation and Caring Campus Initiative | Meeta | <p>Issues Discussed: Meeta shared about the Caring Campus process briefly. It is the topic of one of our QFEs (QFE 2) for Accreditation. Initially it starts with classified, but later there could be more faculty involvement.</p> <p>Follow Up Items:</p> |

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| <p>IX. Information Item: What's Ahead This Year</p> | | <p><u>FALL:</u></p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide CIP instructions & training, due 9/30 <ul style="list-style-type: none"> ▪ Update and provide Program Review Training ▪ 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, train committee members. <p><u>SPRING:</u></p> <ul style="list-style-type: none"> ▪ 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>X. NEXT MEETING DATES:</p> | | <p>Future Meeting Dates: 8/15/22 (cancel) 8/29/22* 5th Monday 9/5/22 (Labor Day, no meeting) 9/19/22 10/3/22 10/17/22 11/7/22 11/21/22 1/16/23 (MLK Day, no meeting) 2/6/23 2/20/23 (President's Day, no meeting) 3/6/23 (Spring Break, no meeting) 3/20/23 4/3/23 4/17/23 5/1/23</p> |

Program Review Goals for 2022-2023

- 1) Work toward better alignment of resource requests 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.
- 3) Improve communication about Program Review with the campus community.