



Program Review Committee Meeting Minutes

Monday, April 17, 2023
 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
- VACANT, 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, Christos, Gary, Cindy, Joshua, Reina, Samuel, Svetlana, Vanessa, Rich, Wendy

Absent: Cynthia, Megan, LaDonna, Meeta, Ronda/Karen

Guests:

Items	Person	Action
I. Opening Comments from the Co-Chairs	<i>Meeta / Stacey</i>	<u>Issues Discussed:</u> none
II. Open Comments from the Public		<u>Issues Discussed:</u> none
III. Action Item: Approval of Meeting Minutes -4/3/2023	<i>Stacey</i>	<u>Issues Discussed:</u> <u>Action Taken:</u> approved <u>Follow Up Items:</u> Stacey to post to PR webpage
IV. Discussion Item: Review of 2022-2023 Goals & Progress	<i>Stacey</i>	<u>Issues Discussed:</u> Robust conversation of 2022-2023 goals. See notes at bottom.

		<p>Follow Up Items: As we write our 2023-2024 Committee Goals, we should make sure our goals are more specific and measurable, and possibly include measures of success.</p>
V. Action Item: Program Review Changes: Revisions to the PR template	Stacey	<p>Issues Discussed: Shared newest draft of the PR template, detailed committee conversation about instructions, guiding questions, data analysis, resource requests, possible Google Sheet link to input resource requests (in addition to Part 4).</p> <p>Action Taken: tabled, lack of quorum due to members leaving meeting early</p> <p>Follow Up Items: to be continued at 5/1 meeting</p>
I. Information Item: What's Ahead This Year		<p>FALL:</p> <ul style="list-style-type: none"> ✓ Provide updated PR Handbook ✓ Provide CIP instructions & training, due 9/30 ✓ 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 <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. <ul style="list-style-type: none"> ○ What revisions to the PR template should we consider? ○ Should we have separate Academic & Operational templates? ○ Should we move Program Review into eLumen? ○ What changes are needed for the Peer Review process & form?
II. NEXT MEETING DATES:		<p>Future Meeting Dates: 1/16/23 (MLK Day, no meeting) 1/30/23* 5th Monday, Peer Review Work Session 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 & Progress

- 1) Work toward better alignment of resource requests with the Budget Committee.
 - a. In Progress: we've talked a lot but little action, maybe even a step backwards as we can't see the resource requests in the Fall 2022 Program Review reports, but rather only in Excel file.
 - b. Need to follow-up with Budget Committee. (Need to further discuss process with Shami. Need to suggest training deans/directors on budget request process and relying on PR reports as first source.)
- 2) Utilize the Program Review process to strengthen connections between success, retention and equity data trends, and actual actions taken for continuous improvement.
 - a. In progress: continue ... we provide the structure through the template, response in Part 2C and 2D is our evidence of work that is being done.
 - b. Difficult to show our progress on this or demonstrate evidence. May need a more measurable goal in the future.
- 3) Improve communication about Program Review with the campus community.
 - a. In progress: we need to better train our PR committee reps, we will need new training related to new template and additional data analysis.
 - b. Need better communication to clarify resource requests versus budget request.