

## Program Review Committee

### Meeting Minutes

9:00 – 10:30 am March 4, 2022

	Members	Liaisons/Admin./Staff/Guests
X	Huda Aljord, World Languages	Diana Pell
X	Jennifer Amaya, FPA	Denise Kruiuzenga-Muro
X	Alicia Berber, Kinesiology	Mike Dahl
X	Stacie Eldridge, STEM, Physical Sciences	Daniel Slota
	Casandra Greene, Classified	Brian Kohl
X	Rebecca Kessler, Cosmetology	Brandie Greene
X	Michael McCracken, Counseling	Tony Musumba
X	Wendy McEwen, IE – Co-Chair	Rosa Frazier
	Michael Medina, CTE*	
	Regina Miller, A&R	
X	Cynthia Morrill, Eng & Media, Co-Chair	
X	Nicole Render, Nursing	
X	Douglas Tang, ASRCC	
X	Virginia White, STEM, Life Sciences	Bryn Glover

1. Call to order – 9:04am
2. Approval of Agenda – m/s/c Denise Kruiuzenga-Muro/Brian Kohl, approved with the addition of Faculty Co-Chair to New Business.
3. Approval of Minutes (December 2021) – Denise Kruiuzenga-Muro/Brandie Greene approved, no abstentions
4. Old Business
  - a. Retreat Feedback – Jan 28<sup>th</sup> 2022
    - Breakout sessions were helpful, able to look at actual plan and initiatives in Nuventive and update them. Faculty who were new to the process felt like it was a good crash course.
    - Suggested improvements were to make sure everyone has Nuventive access prior to the retreat, setting up a “dummy” shell to work with, demos of common mistakes and how to fix them, a FAQ sheet
    - Some department chairs did not attend the retreat and may feel like they aren’t connecting the dots between what this group is working on and what they are doing for their program reviews. Make sure you are meeting with them, share the new resource request form and the information from the committee meetings.
5. New Business
  - a. Faculty Co-Chair –  
Cynthia Morrill has extended her time as co-chair through spring 2022.

- Dr. Virginia White has been nominated to take the role. Call for faculty vote to install Dr. White as Co-Chair beginning Fall 2022, approved.
- Cynthia Morrill suggested that we should also have a classified co-chair. Wendy McEwen offered to reach out to CSEA. In the past we have had at least one Classified committee member.

b. Faculty Prioritization Worksheet –

- Wendy shared and reviewed the Faculty Prioritization worksheet. Disciplines are asked to complete it every year if they are requesting new faculty, only new faculty requests go through this process. The Leadership Councils rank the faculty positions to go forward as recommendations to the president, he can make changes before approving.
- The worksheet will be presented at the Department Chair retreat March 24, 2022.
- In fall 2022 there will be a training for each leadership council on how to review the VP plans and prioritization forms.

c. Program Review Status Roundtable –

- Diana Pell was not able to speak at her department meeting, but talked to chair and 6 faculty individually. She emailed information gathered from the existing program review report and initiatives in Nuventive, so they can see what they are working with. They have a list of 15 requests, she is working with them to prioritize.
- Daniel Slota – brought the existing report to his department, they have set up dedicated meeting to update the Program Review and initiatives.
- Brian Kohl – in Fine Arts there is some frustration over program review. There have been several things repeatedly included in their program review that have not been funded/prioritized over the years. He would like to learn how to improve the program review so they do get prioritized. Wendy recommended working with Dean Adkins to learn how to frame the need so it is clearly identified.

d. Status of PRaPs

- Bio/Life Science – updating verbiage for existing initiatives, working on new initiatives that are related to offering classes in hybrid format. They are looking at comparing success rates of fully in person and hybrid classes– to see what direction is best.
- If you are requesting replacement equipment, or life cycle replacement check with Dr. West, VP Business Services. If it's not a new item it may not have to be prioritized.

6. Council / Committee Updates

- GEMQ – focused on feedback from the prioritization process
- EPOC – no report, has not met yet.
- TLLC – no report
- RDAS – no report
- SAS – looking at reviewing and revising their committees
- Assessment – push for PLO and SLO assessment
- District Program Review Committee update – hasn't met yet this semester but are recommitting to regular meetings. Cynthia is helping the district committee reframe to a best practice and support model.

7. Public Comment/Announcements – none

8. Adjourn – 10:13am