

**Program Review Committee**  
**Meeting Minutes**  
**9:00 – 10:30 am December 3, 2021**

1. Call to order – 9:01am
2. Approval of Agenda m/s/c - Denise Krueger-Muro / Virginia White – approved
3. Approval of Minutes (September 2021) m/s/c – Cynthia Morrill / Stacie Eldridge – 8 abstentions, approved
4. Old Business
  - a. Prioritization Process Feedback – survey was sent out to leadership council members asking for feedback.
    - In the past the Program Review Committee was the lead, but GEMQ took over that role, allowing us to redo our charge and focus on facilitation and support.
    - There are lots of new leadership council members who wanted to go back to things that we had previously done away with. For example – ranking top 10 priorities. We will probably move back to ranking all 23 of them.
    - There is a concern about the efficiency and funding impact of the faculty prioritization worksheet in hiring for disciplines that have classes with a seat cap lower than 35.
    - A suggestion was made to have an explanation in the early stages of the nuts and bolts of prioritization – what is prioritization? What is the process? Who votes? What are the deadlines? Timeline? Maybe a workshop could be held ahead of time to explain the process.
      - One of the roles of committee members should be to make their disciplines aware of the process and how it works. Members of leadership councils should also go back to their departments and facilitate a discussion.
5. New Business
  - a. January Retreat (attendees, training overview) –
    - All co-curricular and academic units complete program review.
    - Wendy McEwen shared the Program Review Fall 2021 document, it is based on the Prioritization 101 document. It explains what program review is and how it links to the prioritization process.
      - Clarification was requested on the Guiding Questions in the document ... what information are you are trying to solicit from program review writers? How is this in alignment / directly supporting Guided Pathways?
      - This document will be used as the foundational document for the retreat. You can take it back to your departments and share it to show them this is what program review is all about.
      - A note was added to the document stating that not all initiatives are included in the prioritization and VP plans. Not everything that we do to support college goals requires funding, but doesn't mean it is not important. This is a way to document and communicate those efforts.
    - Retreat Plan – give overview of Program Review and Plan, share website, process and timeline, share the Nuventive step by step user guide, the expectation of this group is to help communicate and facilitate program review within the department.
      - A 12-hour Special Project has been offered to faculty. The retreat, held on January 28, 2022, will be 4 hours. The additional 8 hours include time for planning and coordination, attending drop in sessions for hands on support, reviewing and updating the current program review. Deliverables for the 8 hours may include a rough draft of the program review that includes updating any action plans with results, identifying new initiatives or goals, reviewing the Guided Pathways Program Map, discussing the plan a review with the discipline lead and department chair, identifying requests for additional faculty.

- Take away – if you or anyone in your departments is struggling for more than 20 minutes to achieve something in Nuventive, Wendy can help!
- List of attendees was shared, please reach out to Bryn Glover if you aren't included or want to be added.
- 2021-2022 PRaP Process – The VPs are going to align their Nuventive plans better so they are readable and clear, and eliminate the summaries. They are committed to having their plans completed and shared before the end of Spring 2022.

- b. Faculty Prioritization Worksheet – there has been some concern about faculty prioritization worksheets and how they are completed. Wendy shared the worksheet and demonstrated how to complete it. Data provided in the worksheet is to help justify the request for faculty, but the worksheet is often not completed entirely. This will be discussed at the Department Leadership Chair meeting. Stacie Eldridge suggested that there be a workshop to train disciplines how to use the request form.
- c. DLC Presentation – the plan is to share the Fall 2021 Program Review document and emphasize that we are trying to create additional support for Department Chairs to complete their program reviews. Wendy will present the Faculty prioritization worksheet, and offer training on the worksheet. She will also talk about recruiting for the new Data Coaching cohort.

6. Council / Committee Updates - not discussed

- a. GEMQ -
- b. EPOC -
- c. Assessment
- d. District Program Review Committee update

7. Public Comment/Announcements – none

8. Adjourn – 10:23am.