

Program Review Committee Minutes

October 3, 2025

9:00 – 10:30 am

Members

X	Wendy McEwen*	X	Virginia White *
	Alicia Berber		Jennifer Amaya
	George Molinero (student)	x	Katherine Johnson
x	Regina Miller		Michael McCracken
x	Angela Burrell		Mike Dahl
x	Mark Sellick	x	Nicole Render
x	Brian Kohl	x	Rebecca Kessler
x	Kathleen Sell	x	Rosa Frazier
	Huda Aljord	x	Ruben Contreras
x	Diana Pell		Tony Musumba
x	Riyad Abubaker		Harley Glenn

Guests/Liaisons/Admins

x	Sef Girgis (recorder)		

1. Call to order: at 9:02 am
2. Approval of Agenda: Mark S. & Brian K., approved by consensus.
3. **Approval of Minutes:**
 - Minutes from March 2025 – Brian & Mark S, approved by consensus.
 - Minutes from September 6, 2025 – Ruben C.& Katie; approved, two abstentions: Mark & Virginia.
4. **Old Business**
 - A. Committee Co-Chair – Welcome back to Virginia White, appointed by the academic senate because no one volunteered from the committee.
 - B. Faculty Prioritization Reminder:
 - This afternoon, an email will be sent out to all faculty on the leadership council, asking them to rank 1-9 faculty prioritization list to be completed by 10/12/25
 - Wendy McKeen provided the list of the faculty serving on the leadership council.

C. Prioritization Guidelines feedback:

- It was developed in partnership with VP.
- Mark asked how the standardization request looked in the comprehensive program review.
- There is a change in requesting lottery funds directly to support a variety of instructional materials. What process is to be used to request access to this money?
- We will determine a date for a retreat for the department's chairs and deans.

5. New Business

A. 2025-2026 Plan:

- Narrative Prompt Development
- Dr. Wright suggested having 2-3 narrative prompts for this upcoming cycle to fulfill the administration's request. We need to keep focusing on student equity and on the fact that we are HSI.
- Resource collaboration: How we collaborate on resources and support each other's efforts for the bigger causes.
- Employee Culture and morale: What we are doing to onboard people and improve the morale of the staff already here. This request came from all the VPs.
- Virginia recommends that this request go first to GEMQ, which is responsible for evaluating the process. Then, it may come to this group for further discussion. Mark S agrees that the faculty should make any modifications to the academic program review. It is GEMQ's responsibility to develop recommendations. Faculty are primarily responsible for creating these prompts, and we must adhere to this process.
- The comprehensive prompt is a 5-year plan, projecting what you are going to do in terms of developing initiatives for the next 5 years and evaluating your annual progress.

What are the next steps?

- Recommendation for professional development, specifying what type of training people had done or needed in the future.
- GEMQ needs to review these prompts, refine, and approve them. The program review committee needs to develop the prompts. Virginia recommended student equity and employee culture as starting points. We need to review last year's student success data and compare it to the last 5 years.
- The program review committee's role is to advise, facilitate, support, and train, but not to review the recommendations. Program review is for your department to review its work. Some departments use this process as an internal mechanism to review and improve their operations.
- We need accountability from the VPs and deans, as well as the faculty, to specify what they have done and how they contributed to program review. The VPs and deans are accountable for reading and following up on the program review plans.

6. Committee Updates

- A. **GEMQ:** We discussed representative voting and what it entails, as well as faculty hiring prioritization upon request from HR.
- B. **EPOC:** We are working with Al Solano on our strategic plan. We have nine goals/objectives, and we are using a planner to use the strategic plan to work on specific objectives effectively.
- C. **Assessment:** The assessment is moving to assess ILO3, and we got some changes approved on ILO 1; the academic senate reviewed it, and we updated the language. Denise and Rosa met with Lynn to work on numbering ILOs.
 - We have been offering assessment lab sessions to help individuals in Nuventive. We already have two sessions; the content was great, but attendance was low.
- D. **District Program Review Committee update:** No report.
 - George Molinero, student representative, shared that he selected his internship location at the Rain Cross Boxing Academy to tutor some kids. There is a need to have some evening opening to accommodate students on campus for evening classes.

7. Public Comment/Announcements

- A. Next meeting November 7th, 2025

- 8. Adjourned at 10:25 am.