

Program Review Committee

Meeting Minutes

9:00 – 10:00 am May 6, 2021

	Members	Liaisons/Admin./Staff/Guests
	Huda Aljord, World Languages	Bryn Glover
X	Jennifer Amaya, FPA	Brandon Owashi
	Alicia Berber, Kinesiology	
X	Casandra Greene, Classified	
X	Albert Jaramillo, Student	
X	Rebecca Kessler, Cosmetology	
X	Michael McCracken, Counseling	
X	Wendy McEwen, IE – Co-Chair	
X	Wendy McKeen, STEM	
	Regina Miller, A&R	
X	Cynthia Morrill, Eng & Media, Co-Chair	
X	Nicole Render, Nursing	

1. Call to order – 9:05 am

2. Approval of Agenda m/s/c – Wendy McKeen / Jennifer Amaya - approved

3. Approval of Minutes (Apr 2021) m/s/c – Michael McCracken / Cynthia Morrill – approved

4. Old Business

- a. Prioritization Process – In Nuventive we have added the Prioritization Process document to every discipline / department Program Review “home” page.

The VP Plans are due by May 14, 2021. GEMQ will review the plans at their next meeting and provide feedback to the VPs. We are well ahead of schedule compared to last year.

The Program Review Committee’s charge was approved at our last meeting, GEMQ has approved it and Cynthia Morrill brought it to Academic Senate. Senate will vote on it at their May 17, 2021 meeting.

5. New Business

- a. Committee Structure - The committee discussed new structure based on the revised charge. This committee has had voluntary representation from each division. Do we want to aim to gain committee members from each department? And what should our role look like?

There is confusion about what the committee does, many faculty still think that the committee actually reads all the program reviews and offers feedback.

Only 2 of the current members are actually involved in the writing of the program reviews. It was suggested that we create more of a work group for those involved in program review where we would talk about process, share best practices, offer training in Nuventive, and work toward eliminating obstacles to complete program reviews.

Jennifer Amaya has been involved in editing her department's program review, but doesn't know whether that was the version used. It's important for a second person to review the department's program review, take on an editorial role after it's written.

Cosmetology uses a more collaborative approach. They have a point person responsible for the plan, but parts of it are delegated to faculty. They hold meetings to discuss what to include and prioritize. It is shared widely in their department throughout the review process.

Michael McCracken gives a report out from the committee at the Counseling department meetings. He has attended some breakouts where they develop assessments and priorities but has little to do with the writing of the program review. He would like a training program review – what good examples of program review look like and how that goes into prioritization and funding that he could then share with his department.

Nicole Render – supports the role of sharing the committee's work with her department. She feels like it helps her learn the process in her department, and would also be interested in a training as suggested by Michael and some technical training in Nuventive to be able to assist in the department.

Based on the discussion, Wendy McEwen drafted an outline that included suggestions for membership and a meeting schedule for 2021-2022. The draft document is posted in the Program Review Committee's MS Team site for review and comment by committee members.

6. Council / Committee Updates

- a. GEMQ – finalized the assessment of prioritization process survey that will be sent to department chairs soon. They discussed developing a template to help write plans (Technology Plans, HR plan, etc.) as requested by EPOC. They are also working on a student FAQ sheet for leadership councils so students will know what the committee is about and what is expected of them. They also talked about the insertion of GEMQ into the spring review of VP Program Review Plans. They will be reviewed at the June 4th meeting, feedback will be shared with the VPs so they have the summer to fine tune things before they are shared with the leadership councils in Fall.
- b. EPOC - Discussed CARES and HEERF funding, safe return to campus, update to equity audit, reviewed the committee calendar.
- c. Assessment – Co-Chairs are sharing the GE assessment report with various committees and councils. They have met with PLT, going to Academic Senate next. They are encouraging people to use course level assessment, as it is required by ACCJC. There are new metrics in Nuventive that allow us to see what SLOs have been assessed and what need to be assessed.
- d. District Program Review Committee update – has not met

7. Public Comment/Announcements

8. Adjourn - 10:01 am