

Program Review Committee

9:00 – 10:00 am March 6th, 2020

Meeting Minutes

	Members	Liaisons/Admin./Staff/Guests
X	Huda Aljord, World Languages	Bryn Glover
X	Jennifer Amaya, FPA	Carol Farrar
X	Aubrey Apodaca, Nursing	Samantha Coffland (student representative)
	Alicia Berber, Kinesiology	
X	Casandra Greene	
X	Monica Delgadillo, Counseling	
X	Rebecca Kessler, Cosmetology	
X	Ellen Kime, STEM	
X	Wendy McEwen, IE – Co-Chair	
	Regina Miller, A&R	
X	Cynthia Morrill, Eng & Media, Co-Chair	
X	Nicole Render, Nursing	
	Cassandra Spinks-Gilbert	

1. Call to order 9:03 a.m.
2. Approval of Agenda - (m/s/c Render/Apodaca)
3. Approval of Minutes (Nov 2019) (m/s/c McEwen/Delgadillo) no abstentions
4. Old Business
 - a. Department Chairs PRaP Meeting March 27th - This is an opportunity to discuss and share program review practices from other departments. Please remind your department chairs to bring completed document to the meeting. The retreat will be held 12-4pm in Hall of Fame, lunch will be provided.
 - b. Accreditation Process Feedback – Program Review received an “atta boy” from the visiting team. The Program Review meeting with them went well, there was some cross over between curriculum and program review. Because program review is used for more than requesting resources, there were questions about how the process fosters change in the discipline/department.

The visiting team had 2 recommendations and 4 “atta boys” for RCC.

Recommendations:

- Standard 3A – Performance evaluations are not up to date, and do not meet compliance. We were advised to put a process in place to make sure they are done on a regular basis
- Standard 2b and 2c – Library and Academic Support Services do not have a well-documented process for establishing and assessing SAO's. We have identified an improvement plan in a previous Assessment Committee meeting (November 1, 2019), and will work toward implementation.

Atta Boys:

- Our culture of inclusion, equity, engagement, and student centeredness
- Program Review process is meaningful, it is tied to planning and resource allocation
- Implementation of Guided Pathways – engagement centers, student success teams, and welcome centers and how they are integrated using the Guided Pathways model
- Focus on safety and our proactive approach, the tiger boxes containing emergency supplies were a good example

We will receive the initial letter with results in a couple weeks, then the final findings in June.

5. New Business

- a. Power BI Demonstration – Wendy gave a demonstration of Power BI, and explained that it pulls information from excel files and creates interactive dashboards of charts and graphs. On the program review webpage there is an instructional word doc and video. User licenses have been purchased for Department Chairs and trainings were offered in early December 2019.

6. Council / Committee Updates

- a. GEMQ – The Council worked on the updated Strategic Plan 2020-2025 and SMARTIE goals. The draft of the strategic plan is available on GEMQ's webpage. GEMQ will help facilitate the prioritization process as it moves forward, with a planned VP Plan review in late August. VP Prioritizations will go to EPOC and the leadership councils in September.
- b. EPOC - Strategic Planning, Accreditation, PRT visit were discussed. We have invited the PRT team to look at 3 areas of focus – engagement centers, faculty professional development, and technology requests to help student education plans that will integrate the academic schedules.
- c. Assessment – has not met yet SAOs, GE Assessment
- d. District Program Review Committee update –The committee has been looking at their responsibilities, and discovered that the charge needs to be updated. It is described as primarily resource allocation which is no longer the case.

- 7. Public Comment/Announcements – Cynthia Morrill asked to discuss the appointment of a new co-chair for 2020-2021. This will go on the agenda for the next meeting.

- 8. Adjourn 10:02 a.m.

Minutes submitted by B. Glover