

**Program Review Committee
Meeting Minutes
9:00 – 10:00 am Nov 6, 2020**

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

1. Call to order – 9:04 am
2. Approval of Agenda - m/s/c Agenda accepted by consent
3. Approval of Minutes (Oct 2020) m/s/c Nicole Render/ Wendy McKeen – approved, 1 abstention
4. Old Business
 - a. Prioritization Process Feedback
 - What went well?

Wendy McKeen, Co-Chair of GEMQ reported that the general consensus was that the process went more smoothly than the previous year. GEMQ used their new checklist to review all plans and made suggestions and asked questions. They will continue to discuss fine tuning the process at the next meeting. They set up a MS Teams site for Leadership Council members to use to ask and respond to questions regarding the plans, and held a Q&A session on a Friday that was open to all.

During the prioritization session it was established that safety issues should be approved outside of prioritization, so they don't have to go through the annual process but can be addressed immediately if necessary.

There is some concern that this may cause certain initiatives to be categorized as 'safety' issues so they will be approved and funded immediately. How will something be assessed as a 'safety' concern? Who polices the validity of this type of statement?

Cynthia Morrill commented that there is a Safety Sub-committee that falls under RDAS, and these concerns should be funneled through this subcommittee first.

Other feedback included giving the Leadership Councils more time to review and discuss the plans leading to a review of the timeline; and the possibility of eliminating the VP Summaries and instead relying on Nuventive plans.

- GEMQ checklist was new this year – the checklist was discussed at the last GEMQ meeting, to review how it work and what improvements could be made.
- STILL need resource worksheet (RDAS) – still coming...
- What needs to change?
Departmental program reviews should be driven by data, with a focus on what the college’s goals are such as equity and guided pathways. The initiatives of college should guide our decision making in this process. Deadlines for completion of program review need to be enforced.

5. New Business

- a. Overlap between GEMQ and Program Review Committee (there seems to be a lot of overlap / roles)

Our committee needs to review our charge in an effort to eliminate the increasing overlap with GEMQ and define our role in the process. PRaP is both a Senate committee and a Strategic Planning subcommittee of GEMQ. This committee monitors program review and helps departments complete their reviews, we are becoming more of an assessment tool of how program review is being done.

- Wendy McEwen holds workshops to help people with Nuventive and their program review, she also schedules individual appointments if needed. The committee thinks it is important to offer assistance and guidance and should incorporate this into the charge. Part of the role may be a sort of a ‘help desk’ for program review, or a review process to make edits and suggestions to the department.
 - Cynthia Morrill suggested possibly adding another step to the process map that would include a meeting of the program review authors and department leadership chairs so that the initiatives become more publically discussed and shared.
- b. The committee will work on developing a checklist that will help guide the program review process for departments. The language regarding safety concerns can be added to the checklist.

How are we closing the loop in program review? Questions to consider:

- Are you committed to data that informs your decision?
- How will this move the needle, looking through the lens of our college goals?
- How do we assess the outcome?
- How are we sharing the outcomes of this assessment? Best practice sharing needs to be developed.

6. Council / Committee Updates (moved to the end for this meeting) – *not discussed due to time*

- a. GEMQ
- b. EPOC

- c. Assessment
- d. District Program Review Committee update

7. Public Comment/Announcements –

The meeting scheduled for December 4th conflicts with an EPOC retreat. Look for a doodle poll regarding rescheduling the meeting to talk about developing the checklist before the EPOC retreat. A MS Teams site will be set up for Program Review, please post your suggestions and feedback on the checklist.

8. Adjourn – 10:05am