

**Program Review Committee
Meeting Minutes
9:00 – 10:00 am October 2nd 2020**

| | Members | Liaisons/Admin./Staff/Guests |
|---|--|------------------------------|
| X | Huda Aljord, World Languages | Bryn Glover |
| X | Jennifer Amaya, FPA | Brandon Owashi |
| | Alicia Berber, Kinesiology | Albert Jaramillo, Student |
| X | Casandra Greene, Classified | |
| X | Rebecca Kessler, Cosmetology | |
| X | Michael McCracken, Counseling | |
| X | Wendy McEwen, IE – Co-Chair | |
| X | Wendy McKeen, STEM | |
| X | Regina Miller, A&R | |
| | 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 Casandra Greene / Wendy McKeen – approved
3. Approval of Minutes (Sep 2020) m/s/c Casandra Greene / Jennifer Amaya - approved
4. Old Business
 - a. Updated Prioritization Timeline – GEMQ met Monday September 28th to discuss VP Plans and gather feedback from committee members. TLLC had additional comments / questions regarding equity and inclusions they used to frame their review, GEMQ has been asked to read the plans again to incorporate those comments / questions.

A committee member shared that TLLC’s concern was that none of the initiatives in the VP Plans addressed the transformational changes that are needed at the college. TLLC did not ask to delay posting the VP Plans, they asked to delay the prioritization process entirely. TLLC has voted to put a pause on prioritization and request a leadership council wide discussion on the college’s goals of diversity, equity and inclusion and how we get there.

This will be further discussed at the EPOC working meeting on October 7, 2020. The PRaP committee will be provided with an update on the outcome of that meeting.

Wendy McKeen, as Faculty Co-Chair of GEMQ, will send an email to GEMQ co-chairs Kristi DiMemmo and Malika Bratton to share what we have learned about the TLLC meeting and clarify GEMQ’s assignment to reread the VP Plans.

- VP plans to GEMQ 9/4, revised date is October 8. Posted to RCC Program Review website.
- VP plans to LC's 9/28 through 10/26
- Joint prioritization meeting 10/30 (AM meeting initiative prioritization, PM meeting Faculty)
- Prioritization to EPOC by 11/9 for approval (letter to President by 11-13)
- Special EPOC meeting 12/4 (if needed)

b. VP Summaries – not discussed

5. New Business

- a. Initiative Template Review (discussed in GEMQ-LC) – Wendy briefly shared the new Nuventive platform. She suggested that we may want to change some of the question prompts in program review. This will be added to the agenda for the next meeting.

6. Council / Committee Updates (moved to the end for this meeting)

- a. GEMQ – reviewed VP Plans using the checklist, and recommended feedback to VPs.
- b. EPOC - no report
- c. Assessment – will meet this afternoon. All co-curricular SAO's have been completed, as suggested in our accreditation review. We are going to send out an MS Form to guide assessment in February, so departments can use the results in their program review. The committee is also trying to put a more significant focus on PLO's, and imbed equity in our assessment.
- d. District Program Review Committee update – no report

7. Public Comment/Announcements

Admissions and Records – Regina Miller wanted to move a lot of their services online before the shut down, and they have been forced to do so since then. It has dramatically increased email traffic to the department. They are looking at doing one on one sessions with students to offer assistance rather than back and forth via email. The move to the new ERP is causing them to review their processes and how their services are accessible to students and faculty.

Albert Jaramillo – ASRCC – was asked what he thought of his first program review meeting. He was glad to hear that the school is addressing inequality and racism, and the college's commitment to the community it serves. Students filled out surveys regarding COVID and the transition to online learning; they want to know what is being done with the information gathered, and now he can take what was discussed back to share with ASRCC.

Albert was asked "If he was king for a day" – what would you do? He stated that he would address student fees. With the colleges closed, why are fees still being collected and where are they being used?

8. Adjourn - 10:01 a.m.