

Program Review Committee

Meeting Minutes

9:00 – 10:30 am Sep 3, 2021

	Members	Liaisons/Admin./Staff/Guests
X	Huda Aljord, World Languages	Bryn Glover
X	Jennifer Amaya, FPA	Virginia White
X	Alicia Berber, Kinesiology	
X	Stacie Eldridge, STEM	
X	Casandra Greene, Classified	
X	Rebecca Kessler, Cosmetology	
X	Michael McCracken, Counseling	
X	Wendy McEwen, IE – Co-Chair	
	Michael Medina, CTE*	
	Regina Miller, A&R	
X	Cynthia Morrill, Eng & Media, Co-Chair	
	Nicole Render, Nursing	

*New member, was left off meeting invite unintentionally.

1. Call to order – 9:05 am
2. Approval of Agenda m/s/c – Michael McCracken / Alicia Berber - approved
3. Approval of Minutes (June 2021) m/s/c – Casandra Greene / Alicia Berber – approved, 3 abstentions
4. Old Business
 - a. Committee Structure – action plans for early fall – the new format was shared at the EPOC retreat last week. There was some discussion around offering the special project for January participation (12 hours). The goal is to increase participation in program review.

Divisions are represented in the Program Review committee, but not all departments. Members were asked to recruit in the departments that fall within their divisions. The goal is to reach one representative per discipline. Cynthia suggested that faculty who are actually writing discipline plans may be the best ones to recruit.

Jennifer Amaya and Virginia White have offered to reach out as engagement center coordinators with an email blast to their list of specialty faculty. Virginia also offered to connect with Faculty Development Coordinator, Patricia Avila.

Wendy McEwen will present the new committee format to DLC at an upcoming meeting. She will also contact social and behavioral sciences, histories/humanities/philosophy to ask for representation.

- b. Membership Recruitment including Chair – Cynthia cannot continue past 2021. The position includes 0.2 reassign time, so the new faculty co-chair will need to adjust their schedules for Spring 2022. We hope to have this settled by mid-October.
 - c. Meeting schedule – next meeting will be held the first Friday of December. We will need a list of faculty planning to participate in January by mid-October so Special Project Requests can be submitted to the Board for the December meeting.
5. New Business – the How to Guide has been updated and posted to the Program Review webpage, which is housed under Strategic Planning.
6. Council / Committee Updates (moved to the end for this meeting)
 - a. GEMQ – no report, hasn't met.
 - b. EPOC - held a retreat before the semester started, new program review process was discussed, most of the meeting was spent discussing plans for reopening, and enrollment.
 - c. Assessment – Denise Kruienga-Muro and Jude Whitton have developed a document of how to update assessment results that they will share. If Wendy McEwen reached out to you over summer you have PLO assessment due, they are working on enforcing the assessment schedule to have results entered into Nuventive in early fall so they can be reported to ACCJC on time.
 - d. District Program Review Committee update – the chair did not hold meetings in the last year, but the representatives from each college have shared progress reports. At the district level they are implementing program review in Nuventive, eventually they want to have each college's program review roll up to the district's report.
7. Public Comment/Announcements - none
8. Adjourn – 9:45 am