



**Program Review Committee
Minutes for October 27, 2022**

2:30-3:45 pm

<https://rccd-edu.zoom.us/j/98178780219>

Meeting ID: 981 7878 0219

Meeting Participants

Committee Members Present

Greg Aycock (co-chair) Araceli Covarrubias, Joseph Deguzman, Vivian Harris, Ashlee Johnson, Starlene Justice, Lindsay Owens, Tim Russell (co-chair), Kaneesha Tarrant, Paul VanHulle, and Caitlin Welch.

Committee Members Not Present

Dominique Hitchcock, and Jason Parks.

Recorder

Charise Allingham

1. Call to Order

- 2:32 pm

1.1 Welcome

2. Action Items

2.1 Approval of Agenda

- MSC (Starlene/ Lindsay Owens)

2.1 Conclusion

- Approved by Consensus, 1 abstention

2.2 Approval of September 22, 2022, Minutes

- MSC (Ashlee Johnson/Joseph Deguzman)

2.2 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Equity and Training Subgroup

The subgroup presented the need to provide an opportunity to reflect on equity professional development. Background on how the Equity and Training subgroup was developed was shared. Members include Starlene Justice, Ashlee Johnson, and Dominique Hitchcock.

Questions being considered:

- Have you completed professional development activities focusing on equity and anti-racism?
 - If so, please check all that apply:
 - CORA
 - USC Alliance
 - Other courses
 - FLEX
 - RJTF
 - TLC
 - Other
 - Have you implemented what you learned in your work? Please explain.
 - Have you noticed a change in your students' experience due to the changes you made?
 - Do you plan to continue developing your equity and anti-racism competency? If so, what type of professional development activities are you interested in accessing?

Discussion on how program review can be the place to provide a space for reflection on equity professional development and in what section of program review the question would best fit.

- Currently, there are some questions in the data review section of program review that address equity. These questions do not address professional development. The goal is to provide a space to reflect on equity with respect to professional development; how a training has helped improve a practice (pedagogy/ services for students) and/or if a specific training is needed to improve.
- Question- Is Program Review the correct place to house the equity questions if all employees are expected to respond? Comprehensive and annual updates are authored by one or two people who represent the whole discipline, department, or service area.
- How do we capture everyone's experience if only a few are contributing to the program review? Do these questions belong in program review? Can the authors represent all individuals in the program?
- Suggestion that program review is the correct place if authors are encouraged to have a holistic discussion with all individual members in their program, department, or service area to answer the equity questions effectively. The practice of having discipline, department, and service area discussions is also a direction that assessment is going with the implementation of assessing in Canvas.
- Suggestion for an annual Equity survey? Sending a survey may not be the best route, low response rates.
- Does this belong in assessment? An opportunity to assess equity training: what did I do, how did I implement it and what do I need?
- Equity is becoming part of the contractual commitment to the institution.

The committee will continue this conversation at the next meeting.

3.2 Recommendations for Improvement

Will need to have any changes or improvements ready by the beginning of spring 2023 to implement in the comprehensive program review.

- Data to coincide with Faculty Prioritization Form?
 - Faculty Hiring prioritization form will now be implemented into program review faculty resource requests. Approved by APC (Academic Planning Chairs) to be implemented into the program review platform.
 - Question, now that the form is included in the resource request -can we make changes to the form? Any requested/ suggested changes to the faculty prioritization form needs to be brought to APC.
 - Suggestion to communicate with the individual department chair to request changes.
 - How does a committee request a change or improvement to the form to APC?
 - Housing this form can make this process more transparent.
 - Needed data includes: FTES, students enrolled, capacity and fill rate, average class size at census, etc. Suggestion to provide dashboards in program review platform to answer the data questions in the form.
 - All faculty hiring resource requests are forwarded to APC for prioritization. Including this form in program review will streamline the process and provide the needed information earlier to APC.
- EMP Goal focus or Program Goal focus?
 - Will discuss at the November 10th meeting,
- Committee Input from Departments
 - Will discuss at the November 10th meeting
- Resource Request Question “Why”

Add a question to the resource request form to address the need to connect resource requests to where evidence can be found in the program review sections.

 - Suggested question: Please summarize how this request supports one or more EMP Goals, your program review goals, and/or is supported by Outcomes Assessment Data.
 - Suggestion to add help text for clarity on how to answer the question.

3.3 Resource Requests for Committees

Tabled for the next meeting

4. Information Items

4.1 2022-23 Annual Update

The goal is to open by the end of November and close in March.

4.2 Academic Senate Update

- The Faculty Professional Development Form has been approved by the Academic Senate. Will be included in the Annual Update and open all year long for faculty to request professional development.
- Standing committees can continue Hybrid or Zoom meetings for November.

5. Good of the Order

- Poetry event Thursday, November 3rd at 12:50 in the library.
- Read to Succeed Author Appearance November 17th, 12:50-3:00 in CSS 217.
- Harvest Festival tomorrow October 28th, 6-9 pm.

6. Adjournment

- 3:45 pm

Next Meeting

Date: November 10, 2022 (second Thursday due to Thanksgiving)