



Program Review Committee

Minutes for April 25, 2024

2:30- 3:45 pm

Operations Center (OC) 116

Meeting Participants

Committee Members Present

Greg Aycock (co-chair), Svetlana Borissova, Caitlin Busso, Rosalio Cedillo, Araceli Covarrubias, Starlene Justice, Lindsay Owens, Kristin Rigby, and Tim Russell (co-chair).

Committee Members Not Present

Quinton Bemiller, Joseph DeGuzman, Ashlee Johnson, Kaneesha Tarrant, Paul VanHulle and Dana White.

Recorder

Charise Allingham

1. Call to Order

- 2:33 pm

2. Welcome

Kristin Rigby- new member here to represent the School of Communication, Humanities and Languages.

3. Action Items

3.1 Approval of Agenda

- MSC (Lindsay Owens/ Starlene Justice)

3.1 Conclusion

- Approved by consensus.

3.2 Approval of March 28, 2024, Minutes

- MSC (Araceli Covarrubias/ Svetlana Borissova)

3.2 Conclusion

- Approved by consensus.

3.3 Approval of the Report of Effectiveness 2023-24

The Report of Effectiveness was reviewed.

- We need to follow up on some of the memberships.
- The Evaluation section was added during the meeting:
 - Nine committee members responded.

Highlights:

- All areas agree or strongly agree.
- One positive comment.

The report that the co-chairs prepared was comprehensive and approved as is.

Question: Do we think that the updates to the platform and process lead to 100% submission?

- Possibly
- All the hard work the committee has done to improve the process is commendable.

Suggestion: Some areas need to be improved, such as resource requests, specifically the Faculty resource request.

- MSC (Starlene Justice/ Lindsay Owens)

3.3 Conclusion

- Approved by consensus.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Submit Report of Effectiveness to IEGC and Academic Senate	chairs	Next meeting

4. Discussion Item

4.1 Program Review Feedback Check-in

The committee was asked to provide an update on the feedback process.

- The committee discussed how they were splitting up the reports between their teams and how they were approaching this new process.
- Suggestions:
 - It takes about an hour to review each program review.
 - There is no general comments section to provide overall feedback.
 - It would be beneficial if the college would consider creating an Educational Master Plan goal that addresses student success.
 - Be as positive as possible, especially with your constructive criticism.
 - Critique with support.
 - It would be beneficial to provide future trainings to explain what qualifies as evidence.
 - Please note any general observations to be discussed in a future meeting.
- Feedback due May 10th

4.2 Response to Incomplete Program Reviews

The Assessment committee has requested that the program review committee consider returning any program review reports that have blank assessment sections.

- What do we do with incomplete program reviews?

Suggestions

- Give feedback, including providing resources or supportive feedback.
- If someone really needs help- do we mentor them and provide assistance to help them resubmit during the annual update?
- How are resource requests affected by the program review ranking?

- If you see one that is problematic, let us know, and we may not accept it.
- We did not disclose that incomplete program reviews would not be accepted, so it would not be fair to do so at this time.
- What is our recommendation to the assessment committee if the section is blank?
 - The assessment committee discussed a common response.
 - If an assessment area is blank- suggest the assessment committee members, consider mentoring and assisting authors in filling the section out.
 - Program review will be providing constructive feedback for blank or incomplete sections and suggest that the assessment committee do the same.

4.2 Follow-up Items	4.2 Task of	4.2 Due by
Co-chairs will report back to the assessment committee	Co-chairs	Next meeting

5. Information Items

5.1 Accreditation Kick-off April 26th, 9 am-noon

If you are available to attend, this workshop will kick off our accreditation cycle and the start of the 2027 Institutional Self-Evaluation Report, which is due in 827 days or August 1st, 2026.

5.2 Program Review Feedback due May 10

- Reminder feedback is due in two weeks.

6. Good of the Order

- Thank you for making this a very organized process.

7. Future Agenda Topics

- Accept Program Reviews
- Program Review Process Improvement
- Review the Reflections section responses to 2024-27 comprehensive reports!

8. Adjournment

- 3:39 pm

Next Meeting

Date: May 23, 2024

Report of Effectiveness 2023-2024

Governance Entity:

Program Review Committee

Charge:

The Program Review Committee is primarily responsible for assessing and coordinating the listed Educational Master Planning objectives below:

2030 Goal 8: (Effectiveness, Planning, and Governance) Develop institutional effectiveness and integrated planning systems and governance structures to support ongoing development and continuous improvement as we become a comprehensive college.

- 2025 Objective 8.2 Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.

Sponsoring Council/Senate:

Academic Senate

Co-chairs:

Timothy Russell and Greg Aycock

Members:

Greg Aycock (co-chair), Quinton Bemiller, Svetlana Borissova, Caitlin Busso, Rosalio Cedillo, Araceli Covarrubias, Joseph DeGuzman, Ashlee Johnson, Starlene Justice, Lindsay Owens, Tim Russell (co-chair), Kaneesha Tarrant, Paul VanHulle and Dana White.

Evaluation of the Survey of Effectiveness:

EMP Goal Alignment and Objective Alignment:

2030 Goal 8: 2025 Objective 8.2 Develop integrated planning processes that include all planning, accreditation self-study, resource allocation, and alignment with district and statewide plans based on the college mission and plans.

Assessment of Scope and Deliverables:

Specific deliverables for the 2023-25 academic years are:

- Implement and support the comprehensive program review submission.
 - Completed March 22, 2024, with 100% submission (52 units).
- Update and implement a standardized Program Review Rubric.
 - *Pioneered new way to provide feedback to program review authors. Shifted from a quantitative to a qualitative approach to provide more informative feedback for improvement.
- Review and update the Program Review Process for 2024-2027.
 - Completed October 2023

- Requested input and incorporated suggestions from committee members and college community regarding platform improvement and usability.
- Provide training as needed to support the needs of those completing program reviews.
 - Presented program review updates at Fall Flex 2023 and Spring Flex 2024.
 - Provided drop-in hours fall 2023 and spring 2024.
 - Provided numerous impromptu appointments with individual program review authors.
 - Developed and offered training videos that were embedded into Nuventive as a step-by-step aid to simplify program review process.

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