Program Review Committee
Minutes for September 28, 2023
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, Ashlee Johnson, Starlene Justice, Timothy Mount, Lindsay Owens, Tim Russell (co-chair), Kaneesha Tarrant, and and Dana White.

Committee Members Not Present

Quinton Bemiller, Joseph DeGuzman, and Paul VanHulle.

Recorder

Charise Allingham

1. Call to Order
- 2:30 pm

1.1   Welcome

Welcome new members:

- Rosalio Cedillo, School of Social and Behavior Sciences
- Dana White, School of Business and Management

2. Action Items

2.1   Approval of Agenda
- MSC (Starlene Justice / Lindsay Owens)

2.1   Conclusion
- Approved by consensus.

2.2 Approval of May 25, 2023, Minutes
- MSC (Starlene Justice / Svetlana Borissova)

2.2   Conclusion
- Approved by consensus.

3. Discussion Item

3.1   Committee Membership

Discussion about current membership and aligning with the new schools' structure. Current membership language in the charter:

- Faculty Committee Members – At least 1 faculty member from each department and/or school. One of the faculty should represent CTE programs and one faculty should be a counselor.

  Schools and areas we need representation for:
    - School of Visual & Performing Arts
    - School of Human & Public Services
    - Counseling
    - ASNC student representative
- Concern that schools with few full-time faculty will find it difficult to attend and represent.

3.2 Criteria for New Program Review Units

Discussion on how to assess if a group/ program needs a program review unit or if they should submit within an existing unit.
  - If someone really wants to do a program review are we going to say no?

Who should complete a program review:
  - Academic Disciplines
  - Administrative Units
  - Students Services Units
  - Units who have engaged in outcomes assessment

Who can do a program review if requested:
  - Units who do not have a route to resource allocation
  - Units who have a direct connection to EMP Objectives and need to document assessment of progress- clear connection for a unit (can also be done through Administrative PR)

How a program review unit is defined
- Discipline Unit – assesses SLOs and achievement data at a course level (group of courses = unit). Primarily instructional units do this type
- Program Unit – assesses SAOs/QSOs and achievement data are at student level (group of students = unit). Primarily student services do this type.

- Does every discipline need to do a program review, or can they combine with another?
  - Some disciplines have merged to do one program review when it has made sense to do so.
  - Do new disciplines need to have a program review unit of their own or can they be combined with an existing unit?
    - For example; Data Science doesn't have a full-time faculty but is it its own stand-alone program? Who would do the program review?
- Instructional program reviews are completed by discipline. Is there a need to do a program review by school?

Should committees have a program review unit?

Things to consider:
- Immediate needs would not be fulfilled by a program review.

- An existing mechanism for resources is to submit resource requests through the administrative co-chairs program review unit.

3.3 Review Program Review Process

Program Review Process needs to be reviewed. The Program Review Process will be emailed to the committee for review and suggested updates.

3.4 Program Review Charter

Current status of charter:
- Report of effectiveness will be submitted to Academic Senate. Academic Senate will review and provide recommendations.

Discussion on the length of the charter; suggestion that the charter should reflect the length of the strategic plan with an annual review.
- During the annual review, the annual report of effectiveness and deliverables should be considered.

Suggested Accreditation Standards guiding the Program Review Committee:
- 1.4. The institution's mission directs resource allocation, innovation, and continuous quality improvement through ongoing systematic planning and evaluation of programs and services.
- 1.5. The institution regularly communicates progress toward achieving its mission and goals with internal and external stakeholders in order to promote understanding of institutional strengths, priorities, and areas for continued improvement.
- 3.5 The institution's mission and goals are the foundation for financial planning. Financial information is disseminated to support effective planning and decision-making and provide opportunities for stakeholders to participate in the development of plans and budgets.
  - Is the Program Review committee guided by 3.5?
    - We are part of the resource allocation process that disseminates the information that influences planning.
- The charter will be sent out to the committee for feedback.

3.5 Program Review workshops/ drop-in hours

Request for ideas on how to provide workshops and drop-in hours.
- Suggestion for workshops to have specific themes.
- Workshop topic ideas:
  - What do you need for program review?
  - Where to start?
  - Resource Requests
  - Program review for beginners.
  - Etc.
- Provide some information on what can be discussed during the drop-in hours (office hours).
- Request to stagger times of drop-in hours and workshops to encourage more participation.
  - Suggestion for committee members to assist with workshops and drop-in hours.
- Request for Co-chairs to present at First Fridays.
  - Attend the 'First Fridays' for new faculty in November.

4. Information Items

Motion to extend the meeting by 5 minutes.

- MSC (Ashlee Johnson/Starlene Justice)-approved

4.1 Nuventive 2024-2027 Platform Introduction

Provided a quick overview of the updated forms and structure in Nuventive.

4.2 Program Review Open Mid-October – March 22nd

5. Good of the Order

6. Future Agenda Topics

- Program Review Rubric

- Program Review Follow-up and Discussions

- Guided Pathways questions for Program Review

7. Adjournment

- 3:51 pm

Next Meeting

Date: October 26, 2023