

PROGRAM REVIEW COMMITTEE

MEETING MINUTES

September 20, 2016

SR 134

Present: Jill Lewis (Chair), Daphne Dionisio (Senate), Ed Karpp (Administration), Beth Kronbeck (Resource), Rosemarie Shamieh (Joint Faculty), Frankie Strong (CSEA)

Absent: Martin Chino (ASGCC), Julie Gamberg (Guild), Vahram Khachikyan (AASGCC), Meg Chil-Gevorkyan (CSEA)

Guest: Justin Smith

Quorum: 5/9

Call to Order: The meeting was called to order by Jill Lewis at approximately 2:00 p.m.

I. Approval of Minutes

- It was MSC (Strong/Dionisio) that the Minutes from May 17, 2016 be approved without changes.

New Business:

II. Launch of 2016-2017 Cycle of Program Review

- a. An e-mail notice went out on Monday, September 19, 2016 to Division Chairs and Managers.
- b. Due date is November 10, 2016.
- c. In Mid-November an e-mail will be sent to Dr. Viar with a list of non-completers. The Program Review Committee will also be sent a copy.

III. Engaging the Help of Deans, Managers, and PRC Members to Increase Participation Across Both Campuses

- a. Members of the Program Review Committee can offer assistance to those who are repeat non-performers.
- b. Members of the Program Review Committee can talk to people in their areas who are responsible for reports or refer them to Jill Lewis.
- c. Jill Lewis will send preemptive emails to the 21 non-completers from last year.
- d. It might be helpful for Dr. Viar to contact those who do not submit.
- e. It was recommended that workshops and/or one-on-one training be offered.
 - i. We will wait until the 2017-2018 cycle to use workshops. The form and process will be different at that time.
- f. It was suggested that programs which did not submit last year be contacted and notified that they are required to do a full report.
- g. How to increase completion by units that do not rely upon general funds?
 - i. For the 2017-2018 cycle, the form and process will be inclusive of grant-funded plans and programs. This will be developed in the months to come.

IV. Election of New Committee Chair

- a. A new Committee Chair needs to be selected.
 - It was MSC (Strong/Shamieh) that Daphne Dionisio be elected the new Committee Chair of the Program Review Committee.

- V. Committee Meeting Time
 - a. Daphne Dionisio will poll committee members and see if the third Tuesday at 1:30 p.m. will work.

- VI. Improvements to the Form and Process
 - a. The Program Review form and process will be revised for next year.
 - b. Resource requests that rely on unrestricted and restricted will use same form. This fulfills an action item from the Integrated Planning project written about in GCC's accreditation Institutional Self Evaluation Report.
 - c. Input will be sought from Division Chairs and Program/Plan Managers for their suggestions for improvements.
 - d. If demand for auto-population of outcomes assessment data is high, a solution will be explored.
 - e. The Vice President of Instruction would like ranking of requests to be more objective and based upon degree of linkage to Instructional Goals.
 - f. What are the best practices for Program Review form and process?
 - i. Daphne Dionisio will research colleges nationwide which have been recognized for doing Program Review well.
 - ii. Daphne Dionisio will send Program Review Committee members the statewide Academic Senate's guidance on Program Review.
 - g. The 2016-2017 Validation Process
 - i. It was suggested that submissions would be reviewed and any flagged as questionable or underperforming would be presented to the full committee for evaluation, discussion, and decision about validation.

Meeting Adjourned at approximately 3:00 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui and D. Dionisio