

MINUTES

September 18, 2018 1:30PM AD121

PROGRAM REVIEW COMMITTEE

- Present: Daphne Dionisio (Chair), Austin Kemie (CSEA), Arsen Garabekyan (ASGCC), Michelle Garabetian (ASGCC), Stacy Jazan (Senate), Ed Karpp (Administration), Beth Kronbeck (Guild), John Leland (Joint Faculty), Nonah Maffit (CSEA), Francien Rohrbacher (Resource), Rosemarie Shamieh (Joint Faculty)
- Absent: Calvin Madlock (Resource), Yvette Ybarra (Resource)
- Quorum: 10/10
- Call to Order: The meeting was called to order by Daphne Dionisio at 1:30 p.m.
- Announcements: Introductions of committee members were made.
- Approval of Minutes: The Minutes from the May 15, 2018 Program Review meeting were reviewed.
 ➤ ***It was MSC (Shamieh/Leland) that the Minutes from May 15, 2018 be approved without corrections.***
- New Business:
- I. Election of Committee Chair
 - a. Daphne Dionisio was nominated as Chair of the Program Review Committee.
 - ***It was MSC (Kronbeck/Shamieh) that Daphne Dionisio continue as Chair of the Program Review Committee.***
 - II. Review of Mission Statement
 - a. The Program Review Mission Statement was reviewed.
 - b. It was suggested that the last sentence be revised to read:

Aligning the Program Review process with the college's Mission Statement, Institutional Master Plan, and the Standards for Accreditation will direct all assessment toward student learning and achievement of their educational goals.
 - ***It was MSC (Kronbeck/Leland) that the Program Review Mission Statement be approved with changes.***
 - III. Department Prioritization & Submissions of Resource Requests
 - a. Last academic year, the Program Review Committee discussed how to ensure that, within divisions and departments, the decisions for what resource request are submitted is inclusive. Over the year, there was also a concern among prioritization committees that the quality and completeness of the responses in resource request forms was insufficient due to the 70 department heads (rather than 14 division chairs) now submitting them. It consumes a lot of time and requires a lot of additional work to provide technical support and informational assistance to so many inexperienced completers. A request was made to limit submission of requests to division chairs only. To get division chair input on these issues, Ed Karpp and Daphne Dionisio attended the Instructional Managers & Division Chairs Retreat over the summer and led a discussion on prioritization and submission of resource requests. There was agreement among the division chairs that each division should have the freedom to decide what process they will use to determine what will be submitted as a resource request. The division chairs also agreed that requests can be submitted by a department head but would need chair approval. It is a lot of work to answer questions and provide campus wide technical support for 150 PR Collaborators from 112 departments. Daphne will try to review all requests to ensure completeness.
 - IV. 2018-2019 Cycle Timeline & Validation Assignments
 - a. November 1, 2018 is the deadline for Program Review, dean's review, and documentation of data dialog. Department heads were asked to review their department's data and document that discussion took place.

- b. Validation assignments were sent to members of the Program Review Committee. Each member will have between 5-10 departments to validate and will be partnered with Daphne Dionisio to review and come to consensus on validation conclusions. As was done last year, each validator will work to support their assigned department toward completion.
 - c. Approximate deadline for validation is November 2, 2018.
- V. Campuswide Awareness & Best Practices Guidance
- a. How can we increase awareness among constituent groups about Program Review and ensure that it is inclusive? Daphne Dionisio created and emailed an infographic to each constituent group's listserv which explained Program Review and was explicit about including input of staff and adjunct faculty. Ed and Daphne made an announcement about inclusion and data/dialog/documentation at the Manager's Meeting and the Division Chairs Retreat. Suggestions were made to present at New Faculty Orientation, announce at CSEA September chapter meeting, include in New Hire packets, and present at Institute Day.
 - b. Regarding best practices guidance, every chair of the hiring allocation committees and standing committees was asked for examples of model submissions and specific guidance we can distribute for what completers should do or not do. They were also asked for their suggestions for improvements to their request form. CHAC provided some guidance and that was inserted into the actual CHAC form. Both CHAC and IHAC have worked to revise their procedure manual and request form. No other feedback was received. At the Program Review website, lots of guidance and infographics are provided about the Program Review process.
- VI. eLumen Validation & Training
- a. Daphne Dionisio demonstrated and explained how validation team members will use eLumen. The link for accessing eLumen is at the Program Review website.
- VII. Governance Survey
- a. A draft of the Governance Survey was reviewed. At the next meeting, the committee will discuss and edit the responses for the survey.

Meeting Adjourned at 2:30 p.m.

Next Meeting: 10/16

Minutes Recorded by: G. Lui, Administrative Assistant III Confidential
D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness