MINISTER

MINUTES

April 23, 2019   1:30pm   AD121

PROGRAM REVIEW COMMITTEE

Present:	Daphne Dionisio (Chair/Manager), Leticia Estrada (guest), John Habib (ASGCC), Stacy Jazan (Senate), Ed Karpp (Administration), Beth Kronbeck (Guild), John Leland (Joint Faculty), Nonah Maffit (CSEA), Francien Rohrbacher (Resource), Cindy Salazar (ASGCC), 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:	
Approval of Minutes:	The Minutes from the March 19, 2019 Program Review meeting were reviewed.

➢ ***It was MSC (Habib/Salazar) that the Minutes from March 19, 2019 be approved without corrections.***

Old Business:

New Business:

I. 2019-2020 Program Review Cycle

a. The 3D (Data, Dialog, & Documentation) campaign involves asking all departments to review their data every year, discuss it, and document the dialog and outcomes. So far, it has worked well however, we are striving for departments to be inclusive in getting input from all department members. The committee was in consensus that instructional departments could be notified in May 2019 that the program review online form would be ready to accept new submissions on July 1 and that departments should be encouraged to include review and dialog of their dashboard data during any summer retreats. In the summer, Leticia, Nonah, and Daphne will begin reaching out to their assigned administrative services and student services departments to support completion of program reviews. At that time, Daphne will also prompt all non-instructional departments for their annual service data. The online form will close on November 1, 2019. Deans will be able to conduct their review of program reviews and resource request for three weeks. During the fourth week of November, validation team members can work with department chairs to incorporate and finalize suggestions from their deans. On December 1, the validation team will submit their final validation conclusions for assigned departments. In January 2020, Daphne will perform clean up and follow up on all resource requests. In Spring 2020, all resource requests will be compiled and sent to prioritization committees. These committees will provide their recommendations to the vice presidents. The budget calendar says that in June 2020, the Budget Committee funds "Must Do" items w/alternative funding. That calendar also indicates that the final budget will be adopted in September 2020.

II. 2020-2021 Revision of eLumen Program Review Questions

a. Department Assignments to Validation Team
Daphne will first notify Full Review departments of their need to complete program review this year. After, validation team members can reach out to the departments they are assigned to. Daphne will create a form letter that validators should use to reach out to their departments. Although only one third of departments are required to complete program review each year, all departments must review and discuss their data annually. Institute Day breakout sessions would be ideal. Last year, various data/dialog/documentation workshops were open to the entire college. Additionally, division-specific workshops were provided to English Division, ESL Division, and Language Arts Division. This year, we plan on arranging to provide such workshops for every instructional division and the Garfield campus. Over the summer, we will try to offer these workshops for student services and administrative services departments. This is a strategy for ensuring participatory input from members of non-instructional departments.

  b. How to Ensure Input is Inclusive of Staff and Faculty
   Ed and Daphne will make announcement at Manager's meeting. Beth will announce at the
   Faculty meeting as well contact the Guild about attending the Adjunct Guild Meeting. It was
   suggested that Deans inform their managers that they must have their staff provide input.
   Perhaps one large workshop can be provided for all noninstructional departments due for Full
   Review this year. It might be ideal to do this on the fifth week of the month and provide food.
   We should create an online professional development lesson on program review, reviewing
   data, etc. Should worksheets of responses to department data go to division chairs or
   Daphne? How to ensure that this professional development lesson isn't done to review data
   for departments that one doesn't belong to (e.g. for CPGU or Flex).

III. 2020-2021 Revision of eLumen Program Review Questions
  a. For program review cycle 2020-2021, we can update the questions asked in program review
   form. We may work with a Senate task force on the questions. We may also ask division
   chairs for input (e.g. "Is there anything we should be asking that we are missing? What
   information should we be capturing that we are not?")

IV. 2020-2021 Revision of Resource Request Submission System
  a. We are working to improve the resource request submission system to make easier for
   departments to submit, update, and review requests, and also to make it less labor intensive
   to compile the requests for prioritization committees.

Meeting Adjourned at 2:30pm
Next Meeting: May 21, 2019
Minutes Recorded by: D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness and Gordon
Lui, Administrative Assistant III Confidential