ADOPTED

MINUTES

PROGRAM REVIEW COMMITTEE

Present:	Daphne Dionisio (Chair/Manager), Leticia Estrada (CSEA), John Habib (ASGCC), Stacy Jazan (Senate), Ed Karpp (Administration), Jennifer Krestow (Joint Faculty proxy for John Leland), Beth Kronbeck (Guild), Nonah Maffit (CSEA), Cindy Salazar (ASGCC), Rosemarie Shamieh (Joint Faculty)
Absent:	John Leland (Joint Faculty), Calvin Madlock, (Resource), Francien Rohrbacher (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:	Email notifications were sent to every department due for Full Review, Update Review, and Annual Service Data. Assigned validators were described in, and cc'd on, this email so in a few weeks, she/he will be able to follow up on the department by replying to the message.
Approval of Minutes:	The Minutes from the April 23, 2019 Program Review meeting were reviewed.

> ***It was MSC (Habib/Maffit) that the Minutes from April 23, 2019 be approved with correction.***

Old Business: None.

New Business:

I. When Department Falls Below Own Program Set Standard for Job Placement or Licensure
   a. Dialog, Action Plan for Improvement in Program Review, & Documentation.
      It is an accreditation requirement that instructional departments that offer Career Education degrees or certificates must set their own standard for their program completers' job placement or licensure rate. The Office of Research & Planning supports the Senate's guidelines for steps the department should follow if they fall below their own set standard. These steps include: 1) seeking recommendations from their CE advisory committee, 2) answering a series of contemplative questions to address program completion, and 3) faculty dialog resulting in an action plan for improvement to be included in the department's program review. Rather than being punitive, these steps follow the Accrediting Commission for Community and Junior Colleges (ACCJC) model of supporting the institution in continuous improvement. This year, none of the CE departments due for Full Review have fallen below their set standards and therefore, program review validators should know that the section in the CE program review form that inquires about this, can be left blank.

II. Program Review Communication, Training, & Dialog
   a. Online Professional Development
      This summer, an online professional development lesson will be created to teach about program review and also guide folks in understanding the instructional data dashboard.
   b. Asynchronous Solution to Ensure Input is Inclusive of Staff & Faculty
      The committee discussed the logistics for using Canvas as solution for asynchronous dialog about program review and departmental data. The plan is to use only one Canvas "course" within which a grid will display discussion threads for each division and their constituent departments. This way, the user can quickly find and select the discussion thread for her/his department. Each year, we can export the content each discussion thread to create PDF documentation of dialog.

Meeting Adjourned at 2:00pm
Next Meeting: TBA
Minutes Recorded by: D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness and Gordon Lui, Administrative Assistant III Confidential