

ADOPTED

MINUTES

November 19, 2019 1:30pm AD121

PROGRAM REVIEW COMMITTEE

- Present: Daphne Dionisio (Chair/Manager), Shant Hovagimian (ASGCC), Emily Rostami (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Rosemarie Shamieh (Joint Faculty), John Leland (Joint Faculty), Stacy Jazan (Senate), Beth Kronbeck (Guild), Ed Karpp (Administration), Francien Rohrbacher (Resource)
- Absent: Calvin Madlock, (Resource), Yvette Ybarra (Resource) , Gordon Lui (Minutes Taker)
- 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 October 15, 2019 Program Review meeting were reviewed.
 ➤ ***It was MSC (Jazan/Maffit) that the Minutes from October 15, 2019 be approved without corrections.***
- Old Business: None.
- New Business:
- I. Status of Program Review Submissions for 2019-2020
 All Student Services and Administrative Services departments that were due for Full Review had submitted them. Two instructional departments still need to complete their strategic plan linkage matrix. Daphne will continue to reach out to their chairs over the winter break. Program review completion rates in the last three years have been a dramatic improvement over previous rates. Since the fall of 2017 program review cycle, we've been maintaining 100% (or near 100%) completion rates. **[ACCJC Standard I.A.2]**
 - II. Validation of Program Reviews & Remaining Phases of 2019-2020 Cycle
 The deadline for submitting Full Review program reviews and resource requests was November 1. From November 2 through 22nd, each department's immediate supervisor will review and provide input to the department head regarding these items. Departments will have between November 23 and 29 to incorporate this input and finalize their items. By December 2, validation team members should submit validation checklists and final conclusions for their assigned departments. In early December, Daphne will notify each Full Review department chair of their program review validation results. In December and early January, she will work with department chairs to resolve any problematic program reviews or resource requests. In January, all program reviews will be converted to PDFs and added to the online archive in SharePoint. From the program reviews, sectional reports (i.e. Technology Report, Facilities Report, Distance Ed Report, Staffing Report, Learning Outcomes Report, and Substantive Change Report, etc.) will be generated and provided to the relevant administrator or coordinator. Also in January, resource requests will be compiled and sent to prioritization committees. The exceptions are IHAC requests since, according to the IHAC procedures, departments have until April 30 to submit requests for faculty hires. **[ACCJC Standards I.A.2 & I.B.5]**
 - III. Master Planning & Program Review
 It is an unprecedented institutional effectiveness achievement that for the last two years, deans, vice presidents, and the president have reviewed and provided input on their department's program reviews and resource requests. In pursuit of continuous improvement, the committee discussed ways for increasing the use of departments' program review content in the college's planning, decision-making, and actions. Committee members were in consensus that the Master Planning Committee meeting would be the most appropriate forum for this. It was agreed that over the winter break, program review committee members would examine the program review sectional reports and at the first program review meeting in the spring semester, identify salient content to possibly provide to the Master Planning Committee at their spring meeting. The spring Master Planning meeting is most timely and consequential for this since the college's Annual

Goals (which identify the college's annual priorities for action and resource allocation) are decided upon during that meeting. Therefore, this could be a way for departments' program review content to inform master planning discussions and actions. **[ACCJC Standards I.A.2, I.A.3, I.B.1, I.B.5, I.B.7, I.B.8, I.B9, IV.A.1]**

IV. Validation Team Feedback to Improve Processes for Next Cycle

- a. Rosemarie began developing a Frequently Asked Questions document based on questions or issues she's observed from departments. The committee will add to the document which will be posted at the program review website in the spring.
- b. A couple of members noted that it will be important to proactively assist department chairs in fleshing out their department goals very early in the year, well-before program review season ramps up.
- c. Several committee members felt that we should encourage chairs to include departmentwide/divisionwide review of data and program review in their summer retreats.
- d. It was again suggested that a mechanism for asynchronous chat about program review should be developed in Canvas.
- e. It was agreed that we should continue to increase emphasis on participatory inclusion in the program review process and the assurance that program review content is valued and used in college planning and decision-making.
- f. **[ACCJC Standards I.A.2, I.B.1, I.B.5]**

Meeting Adjourned at 2:30pm

Next Meeting: TBA

Minutes Recorded by: D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness