

UNADOPTED

MINUTES

October 20, 2020 1:30pm ZOOM# 8182401000

PROGRAM REVIEW COMMITTEE

- Present: Daphne Dionisio (Chair/Manager), Meenelly Banoian (ASGCC), Rosabella Naldzhyan (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Rosemarie Shamieh (Joint Faculty), Tomas Aguirre (Joint Faculty), Megan Ernst (Senate), Beth Kronbeck (Guild), Gordon Lui (Minutes Taker), Ed Karpp (Administration), Francien Rohrbacher (Resource), Stacy Jazan (Guest)
- 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: Committee members introduced themselves.
The Program Review deadline was extended to December 1, 2020.
- Approval of Minutes: The Minutes from the September 15, 2020 Program Review meeting were reviewed.
It was MSC (Kronbeck/Ernst) that the Minutes from September 15, 2020 be approved.
- New Business: Revising Language & Questions in Program Review Form
It has been three years since the form has been revised. The committee has had ongoing and frequent discussions regarding changes for improving the form questions. The form questions for non-instructional departments were reviewed and input was received from the committee.
- Mission: There were no suggestions for changes to the question about Mission.
 - Data: There was a suggestion for language to be changed to ask what are the strengths and where is there room for improvement. This should lead to action items for improvement in the department strategic plan.
 - Skills and Knowledge: Derived from one of the Accreditation standards. How can this question be improved in terms of its wording? Suggestion that the examples be more specific. Instead of “conducted,” replace with, “implemented.” What activities ensure that the services of the department are up-to-date, improve student’s success and are equitable? Examples include: review of services by other schools, professional development, etc.
 - New Service: For examples provided in the question, it was suggested that those be typed in italics on the form.
 - Achievements: Change the last line to, “published recently.”
 - Technology Question: It was suggested that this not be asked in Program Review but rather handled via a survey.
 - Facilities: This was also suggested to be removed in Program Review and handled through a survey which would communicate back to Facilities with issues.
 - Staffing: We might be able to consolidate the series of questions asked here. Check with Ed Karpp to see if this can be deleted. Is it appropriate to ask a question about how the Department might be able to deal with a more streamlined staff or how will the department provide quality services to students given its limited staff? Suggested that a question could be added about how departmental processes are adaptable to a changing work environment and the way work is delivered. Examples include online meetings, aka online conferencing, online delivery of services, and increased access to services.
 - Word Doc and FAQ will be sent out to committee members to review and come back to next meeting with additional recommendations for changes.

[ACCJC Standard [ACCJC Standards I.A.2, I.B.1, I.B.2, I.B.4, I.B.5, I.B.6, I.B.7, I.B.8, and I.B.9]]

Meeting Adjourned at 2:30pm
Next Meeting: November 17, 2020
Minutes Recorded by: D. Dionisio and G. Lui