ADOPTED

MINUTES

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), Ed Karpp (Administration)
Absent:	Beth Kronbeck (Guild), Calvin Madlock, (Resource), Francien Rohrbacher (Resource), Yvette Ybarra (Resource)
Quorum:	9/10
Call to Order:	The meeting was called to order by Daphne Dionisio at 1:30 p.m.
Announcements:	Introductions were provided by each committee member.
Approval of Minutes:	The Minutes from the September 17, 2019 Program Review meeting were reviewed.

> ***It was MSC (Shamieh/Jazan) that the Minutes from September 17, 2019 be approved without corrections.***

Old Business: None.

New Business:

I.   Staff and Faculty Compensation for Validation Work
Classified Staff will submit an Overtime form for hours worked validating Program Review submissions through December. Faculty have been HR board reported to the November Board meeting for this same work. Payment will be made on the January 2020 check.

II.   Data Dashboard Workshops
In September, five workshops were held (four on Verdugo campus and one at Garfield). Two more workshops are scheduled for the end of October. **[ACCJC Standards I.A.2, I.B.5, II.A.2, II.C.2]**

III.   Best Practices in Program Review – External Evaluators
At most colleges and universities, an external expert is brought in to evaluate a department and their evaluation is incorporated into the department's self-evaluation. Records show that GCC did this during the 1980s. We should consider gradually implementing this practice. Compensation for an external evaluator need to be considered. A good solution could be to trade service with other colleges. The committee began discussing which departments would be good initial candidates for external evaluation. It was mentioned that this should be done only with departments that volunteer for the external evaluation. It was suggested that non-instructional service departments and CE instructional departments would be ideal initial candidates. The committee's ASGCC student representatives were asked which departments they'd recommend prioritizing. The following were suggested: Academic Counseling, Student Services, ITS, and services for online systems like Navigate, MyGCC, and Canvas. **[ACCJC Standards I.B.1, I.B.7, I.B.9]**

IV.   Integrated Planning & Accreditation Standards for Program Review Committee
a.   Integrated Planning is a concept used throughout higher education and refers to the interplay between program review, planning, and resource allocation. Within accreditation standards, the concept of integrated planning is very prevalent because it is important to demonstrate that resources (i.e. tax payer dollars) are allocated based upon program review (i.e. departmental evaluation) and subsequent strategic planning. **[ACCJC Standards I.A.3, I.B.5, I.B.9]**
b.   Every few years, the college must substantiate with documented evidence, that it meets all 126 of ACCJC's standards of quality. Meeting minutes are a good example of such evidence as they reflect committee discussions, decision-making, actions, and outcomes of that support accreditation standards. Every governance committee is being sent

accreditation standards specific to their purview and are being asked to become familiar with them and cite ACCJC standards in their minutes for relevant meeting items.

The Program Review Committee reviewed the standards relevant to their work. Someone asked if this should also be done at division chairs meetings. The response was that it would be helpful if not too much extra work.

V.   Q&A for Helping Departments and Validation Work
  a.   The deadline for departments to submit their program review is November 1, 2019. After that date, deans (and when, necessary VPs) will be sent an email asking them to review and provide input on program reviews and resource requests under their purview. They will have until November 22. **[ACCJC Standard II.A.3]**
  b.   On December 1, validation team members should send Daphne Dionisio their validation conclusions for their assigned departments (this uses checklists from pages 3 and 4 from the Guidance Packet).
  c.   If a department does not complete their program review at all or fail to receive validation, they will not have their resource requests forwarded.
  d.   If a department chair wants to add, delete, or edit their strategic goals in eLumen, they can send that information to Daphne for immediate update.
  e.   If a department chair needs assistance with developing their Program Learning Outcomes, they should contact Yvette Ybarra or David Yamamoto to review their outcomes statements and receive guidance on establishing a plan for assessment.

Meeting Adjourned at 2:30pm
Next Meeting: November 19, 2019
Minutes Recorded by: Gordon Lui, Administrative Assistant III Confidential and D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness