

# MINUTES

March 16, 2021 1:30pm ZOOM# 8182401000

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## PROGRAM REVIEW COMMITTEE

Present: Daphne Dionisio (Chair), Nareh Pirjanian (ASGCC), Kirk Mardirossian (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Tomas Aguirre (Joint Faculty), Rosemarie Shamieh (Joint Faculty), Stacy Jazan (Senate), Beth Kronbeck (Guild), Ed Karpp (Administration),

Absent: Calvin Madlock (Resource), Francien Rohrbacher (Resource), Yvette Ybarra (Resource)

Quorum: 10/10

Call to Order: Meeting called to order at: 1:30 p.m.

### Announcements

Approval of Minutes: The Program Review Minutes from November 17, 2020 were reviewed.

***It was MSC (Jazan/Mardirossian) that the Minutes from November 17, 2020 were approved without corrections.***

### New Business:

- I. Completion Results for 2020 Program Reviews
  - a. For Administrative Services departments, six of seven due for full review received validated status. For Student Services departments, all eight due for full review successfully received validation. For the 24 Instructional Services departments, 23 were validated. The last of those departments has been steadily entering thoughtful responses and should be done shortly. (ACCJC Standard I.B.7)
  
- II. Focus for Fall 2021 Program Review: highly personalized support to departments (documentation of dialog about data, PLO assessment, strategic plan linkage matrix goals and action items based on evidence and data)
  - a. We will need to ensure we acquire documentation of dialog about data. The documentation is particularly important as evidence for accreditation reporting. We'll need to reach out to departments on this very early so they have time to schedule the review departmental data with their members. (ACCJC Standard I.A.2, II.A.2, II.C.2)
  - b. A special focus for this year is to help departments create departmental goals and action items that are based upon evidence and data in the program review. In particular, we need to emphasize that they address any concerning decreases (e.g. in course completion) or equity gaps, not just the data that they want to see. We need to begin working with departments on this at the end of spring and throughout the summer. During the fall semester, we'll probably need to provide an information campaign or workshops. *Beth suggested that we should provide a sheet of specific examples that departments could include in their strategic plan (e.g. equity professional development and training, equity guide for C&I, increase program completion, etc.) Stacy suggested that we include in that guide sheet, alignment with the LO&A end-of-the-year dialog reflection sheet.* (ACCJC Standard I.B.1, I.B.4, I.B.5, I.B.6, II.C.1)
  
- III. Guidance from LO&A Committee on accessing PLO results & disaggregated data
  - a. Last semester, Yvette Ybarra provided departments with guidance on how to complete the PLO section of program review. The program review committee reviewed that guidance document. This year, we want to be especially focused on having departments

provide documentation of their discussions about disaggregated data. Stacy will provide an update on that later this semester. (ACCJC Standard I.B.2, II.B.3, II.C,2)

- IV. Staffing & DE Sections of New Program Review Form
  - a. The committee continued discussion of these sections and made some important revisions. It was ultimately decided that a task force would wordsmith these sections and get the PR committee's input at the next meeting. (ACCJC Standard I.B.7)
  
- V. FAQ Accessible at Website
  - a. This should be included on a checklist of items (along with the PLO guidance, examples guide sheet for equity action items, awareness of new PR sections or questions, etc.) that program review validators should point out to the departments they are supporting.

Meeting Adjourned at 2:25 p.m.

Next Meeting: TBD

Minutes Recorded by: Daphne Dionisio