

# MINUTES

April 20, 2021 1:30pm ZOOM# 8182401000

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## PROGRAM REVIEW COMMITTEE

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

Absent: Calvin Madlock (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 March 16, 2021 were reviewed.

***It was MSC (Shamieh/Jazan) that the Minutes from March 16, 2020 were approved with corrections.***

### New Business:

- I. Assignments of Departments for Program Review Support and Validation Work
  - a. The members of the team who will be supporting and validating departments due for Full Review program reviews were provided with a spreadsheet showing which departments they are assigned to.
  
- II. Spring 2021 – Suggest Data Dialog Retreats for Summer 2021
  - a. In late May, we will need to reach out to all departments to suggest summer opportunities for department review of, and documented dialog about, data. Administrative and Student Services departments could schedule a summer meeting to discuss their annual service data. Instructional departments could schedule a retreat to examine the data dashboards and complete their LO Yearly Assessment Report. (ACCJC Standard I.A.2, II.A.2, I.B.1, I.B.2, II.C.2)
  
- III. July 2021 – New PR Form
  - a. The committee discussed the draft of the LO Yearly Assessment Report and provided suggestions to include an explicit note at the top emphasizing that the document is not intended to scrutinize or evaluate the instructor but rather to focus on students' results and what can be done to improve learning (and possibly address equity gaps). This report helps prepare departments to respond to the PLO question in the PR form. There was a question whether the LO Yearly Assessment Report had been beta tested regarding strategies. Stacy Jazan will check on this. (ACCJC Standard I.A.1, I.B.1, I.B.2)
  - b. The committee also reviewed the draft of the PR Form Revision. A task force wordsmithed the document, provided examples of action for improvement, and rearranged content with an eye toward strengthened alignment with the ACCJC's major themes of continuous improvement, closing the loop (i.e. evaluating effectiveness of changes), and using evidence and data to drive decision-making and actions. The guidance checklist of examples which validators will provide departments may be a webpage at the program review website. We will inquire whether the PLO results can be constrained to only students who have been awarded a degree or certificate. The PR Form Revision draft will be reviewed one last time at the next meeting. Emphasis will be

on areas where hyperlinks are appropriate and not likely to break. (ACCJC Standard I.A.2, I.B.1, I.B.5)

- IV. Summer 2021 – Administrative Services and Student Services PR Support
  - a. The committee’s classified representatives will begin working with non-instructional departments on their program reviews.
  
- V. Fall 2021 – Instructional Departments PR Support & Data Dialog
  - a. The committee’s instructional representatives will begin working with their assigned departments on their program reviews. There was a suggestion that the committee meet with Guild representatives to discuss strategies to change the culture of resistance or fear towards participation.
  
- VI. Early and Highly-Personalized Support to Departments
  - a. The committee will discuss this agenda item more at the next meeting.

Meeting Adjourned at 2:31 p.m.

Next Meeting: May 18, 2021

Minutes Recorded by: Gordon Lui & Daphne Dionisio