

ADOPTED

MINUTES

September 15, 2020 1:30pm ZOOM

PROGRAM REVIEW COMMITTEE

- Present: Daphne Dionisio (Chair/Manager), Meenelly Banoian (ASGCC), Rosabella Naldzhyan (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Rosemarie Shamieh (Joint Faculty), Megan Ernst (Senate), Beth Kronbeck (Guild), Gordon Lui (Minutes Taker), Ed Karpp (Administration), Francien Rohrbacher (Resource), Yvette Ybarra (Resource), Stacy Jazan (Guest)
- Absent: Tomas Aguirre (Joint Faculty), Yvette Ybarra (Resource)
- Quorum: 9/10
- Call to Order: The meeting was called to order by Daphne Dionisio at 1:30 p.m.
- Announcements: Committee members introduced themselves.
- Approval of Minutes: The Minutes from the May 19, 2020 Program Review meeting were reviewed.
It was MSC (Maffit/Shamieh) that the Minutes from May 19, 2020 be approved with changes made to reflect Zoom as the meeting location.
- New Business: Review of Mission Statement
The mission statement was reviewed.
It was MSC (Karpp/Ernst) that the Program Review Committee mission statement be approved without changes.
[ACCJC Standard [ACCJC Standards I.B.5 and I.B.7]
- Election of Committee Chair
Nominations were taken for the election of the Program Review Committee Chair. Daphne Dionisio was nominated for the Chair of the Program Review Committee.
It was MSC (Kronbeck/Shamieh) that Daphne Dionisio remain Chair of the Program Review Committee.
- Focus on Quality of Program Reviews
We have 100% completion rate for program reviews. In addition to maintaining that rate, we also want to focus on the quality of the program reviews being submitted. Support from validators need to be increased by zeroing in on particular areas like mission statement, data, and strategic plan. Daphne Dionisio will send an email to department chairs letting them know they should share the data dashboard link to their members to review and discuss the data. Departments will decide what data is most meaningful for them. Before reaching out to offer support to departments, validators should first examine the data and strategic plan linkage matrix. When validators contact chairs, they should offer targeted support with emphasis on the mission, data, and strategic plan. What is the status of the department's goals? Are they following through on planned actions to support the goals? What were the outcomes of those actions? Resource requests should not constitute an action. Departments should plan as though we are returning to on-campus work conditions. Daphne Dionisio will send a packet of guidance to validation team members and provide access permissions in eLumen.
[ACCJC Standards I.A.2, I.B.1, I.B.2, I.B.4, I.B.5, I.B.6, I.B.8, I.B.9]
- 2020-2021
The schedule for Program Review was reviewed. November 1, 2020 is the deadline for submission. From November 2-22, 2020, deans and VPs will review program reviews and resource requests. On December 1, 2020, validators will send validation checklists to Daphne Dionisio.
- Data Dashboard Workshops
Conducting data workshops in zoom meetings with large groups is going to be difficult to do remotely since users typically need one-on-one help logging in to the dashboard. It might be possible to use breakout rooms to mirror the in-person experience.
[ACCJC Standards I.A.2, I.B.1, I.B.4, I.B.5, & I.B.9]

Form Revision and Improvement of Processes

From past meetings, Daphne Dionisio will gather suggestions for revision to the form. This topic will be discussed at length at the next meeting.

[ACCJC Standards I.B.1 & I.B.7]

Meeting Adjourned at 2:30pm

Next Meeting: October 20, 2020

Minutes Recorded by: D. Dionisio and G. Lui