

# MINUTES

May 18, 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: 1:33 p.m.

Announcements

Approval of Minutes: The Program Review Minutes from April 20, 2021 were reviewed.

***It was MSC (Maffit/Jazan) that the Minutes from April 20, 2021 were approved.***

New Business:

- I. Task Force for Guidance Checklist
  - a. As discussed in previous meetings, a Guidance Packet will be created for the validation team members to use in addition to their Validation Manual. The packet will consist of resources for supporting departments to include the Program Review FAQ, C&I Equity Guide, Learning Outcomes End-of-Year Assessment Report, links to professional development, and specific and timely examples of actions that can be used in departmental strategic plans (e.g. to address equity gaps). A task force will assemble the packet in the early summer and a draft of it will be shared with the Program Review Committee for any input.
- II. New PR Form Hyperlinks
  - a. The draft of the new Program Review form will only include hyperlinks for webpages that are not expected to be moved. Since the PR form in eLumen really isn't editable, this lets us reduce the likelihood of broken links.
- III. New IHAC Process & Deadline
  - a. The Senate revised the Instructional Hiring Allocation Committee (IHAC) manual and deadline. The new process includes equity criteria as part of the prioritization. The new deadline for submissions is November 1 to align with the same deadline that all other personnel requests have.
- IV. PR 2021 Timeline
  - a. By May 24, Daphne will send a message out to all department chairs to ready them for the upcoming Program Review season. The message will inform them that a new Program Review form will aim to roll out in late July, the data dashboard will be available by then, and the message will suggest that the departments have a meeting to discuss data either over the summer or first thing in September. There will be mention of the necessity of documentation about data review for accreditation evidence. The message will also mention the new IHAC process and deadline. In June, Daphne will reconfigure eLumen for the new PR form and also ask HAC chairs if they have any edits they would like to their personnel request forms. Late July is the target for the roll out of the new PR form. At that time, the classified representatives on the validation team can begin working

with their assigned departments. In September, it is anticipated that instructional departments (not divisions) may have time to begin working on their Program Reviews. November 1 will be the deadline for submitting Program Reviews.

- V. Early and Highly-Personalized Support to Departments
  - a. The committee provided suggestions for what to include in the message to departments. There was discussion around the frequency of learning outcomes assessments. There was also discussion about targeting departments (not divisions) in the request for meeting to review and discuss data.

Meeting Adjourned at 2:05 p.m.

Next Meeting: TBA

Minutes Recorded by: Gordon Lui & Daphne Dionisio