

MINUTES

September 20, 2022 1:30pm ZOOM# 8182401000

PROGRAM REVIEW COMMITTEE

Present: Stacy Jazan (Co-Chair & Senate), Daphne Dionisio (Co-Chair & Administrator), Shayan Koshkefi (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Tomas Aguirre (Joint Faculty), Rosemarie Shamieh (Joint Faculty), Jeanette Farr (Guild), Ed Karpp (Administration), Francien Rohrbacher (Resource)

Absent: David Saryan (ASGCC), Yvette Ybarra (Resource)

Quorum: 9/10

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

Review of Minutes: The Program Review Minutes from May 17, 2022, were reviewed.

It was MSC (Dionisio/Maffit) that the Minutes from May 17, 2022, were approved without corrections.

Old Business: None

New Business:

- I. Election of Committee Chair
 - a. ***It was MSC (Karpp/Farr) that Daphne Dionisio and Stacy Jazan would be co-chairs of the committee this year.***
- II. Review of Mission Statement
 - a. The mission was reviewed and no changes were made.
It was MSC (Karpp/Dionisio) that the mission was approved without changes.
- III. Program Review Timeline
 - a. Validation team members are aiming to have non-instructional departments complete their program reviews this month since there will be a large number of instructional departments needing assistance to complete theirs next month.
- IV. Data Dialog Documentation
 - a. Instructional departments are to dialog about their dashboard data and complete the data dialog sheet. Non-instructional departments are to dialog about trends in their data table and provide resulting notes or minutes from the department meeting. These Data Dialog Documentation sheets will be uploaded into eLumen by Stacy for program review and evidence for accreditation.
- V. PLO Section Update
 - a. Departments should have received an eLumen summary report from LO&A and should use that to complete the LO section of their program review.
- VI. Questions about Resource Requests
 - a. If departments have questions about submitting resource requests, please direct them to Daphne. Also, Daphne will be pasting departments' links to their submitted resource requests into the last section of their program review. This will make it easier for departments to view and edit their submitted resource requests and will also allow their division chair and dean to review those requests.
 - b. Daphne reminded the committee of the new names of these resource requests: For personnel requests use "Hiring Allocation Committee, or HAC"; non-personnel requests are "non-HAC" requests.
- VII. Coaching Departments with Customized Preparedness
 - a. Review departments' PR content before meeting with them.
- VIII. Resource Request Online System

- a. Daphne will try to build and test an online resource request system that could possibly replace the use of Google Forms.

Meeting Adjourned at 1:58 p.m.

Next Meeting: October 18, 2022

Minutes Recorded by: Gordon Lui & Daphne Dionisio