

MINUTES

November 15, 2022 1:30pm ZOOM# 8182401000

PROGRAM REVIEW COMMITTEE

Present: Stacy Jazan (Co-Chair & Senate), Daphne Dionisio (Co-Chair & Administrator), Angela Barakezyan (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: Shayan Khoshkeifi (ASGCC), and Yvette Ybarra (Resource)

Quorum: 8/10

Call to Order: Meeting called to order at: 1:31 p.m.

Review of Minutes: The Program Review Minutes from October 18, 2022, were reviewed.

It was MSC (Maffit/Estrada) that the Minutes from October 18, 2022, were approved without corrections.

Old Business: None

New Business:

- I. Status of Program Reviews This Year
 - a. Validation team members provided updates and observations regarding departments they are supporting. Four departments have missing information but will complete by November 30th, before the validation conclusions are due.
- II. Timeline of Remaining Stages This Year
 - a. Supervisors are reviewing program reviews and resource requests and providing their input to department chairs and managers through November 23rd. On December 1st, validation team members will submit their final validation conclusions regarding their assigned departments. From December 2nd through 9th, manager works with chairs and managers on any problematic resource requests or program reviews. By December 16, manager will compile and send all resource requests to prioritization committees.
- III. Data Dialog Documentation
 - a. The committee discussed the extraordinary amount of work required of all 116 departments to annually review and discuss their data as well as the inordinate workload for program review personnel to send reminders, continually track/receive/upload the documentation, and ultimately fix the eLumen repository file management that is altered by department users. The committee members carefully considered whether the data review should be less frequent but agreed that it was best to maintain annual data dialog and documentation to maintain effectiveness. (See Program Review Cycle Length agenda item below for details on arguments that support annual data review.) It was suggested that the data dialog documentation sheet could be modified to allow departments to check a box during an "update" year if there were no notable changes in data trends and responses to the data questions are no different than the previous year. This would reduce the amount of time departments spend on completing the documentation when no fluctuation in data was evident. It was also mentioned that program review personnel propose to division and department chairs that summer retreats would be a good opportunity for departments to collectively review the program review data dashboard and Program Learning Outcomes assessment findings.
- IV. Program Review Cycle Length
 - a. The committee revisited the discussion regarding the three-year length of the program review cycle. The committee acknowledged that a five-year cycle length is a substantially decreased workload for departments and program review personnel. However, members

ultimately felt there are a number of reasons why the cycle length should remain at three years: 1) it is important that program review synchronize its cycle schedule with Program Learning Outcomes' three-year assessment cycle, 2) lengthening the cycle would not allow departments to adequately track their data, department goals, and strategic plans for timely course-correction, when necessary, 3) many programs have a two-year path to graduation and a lengthier program review cycle is incompatible with assessing for that, and 4) there are so many changes that occur over just a couple of years that it is easier for departments to update their program reviews when the response content is recent.

VI. Program Review Semester

- a. The committee discussed a suggestion to move the program review due date from the fall to spring semester to allow instructional departments to consider their program planning at the time they prepare scheduling of classes. The committee identified a number of reasons why the fall is the optimum time for program review: 1) data from the previous academic year is available in the program review dashboard in mid-July, so departments can begin as early as July and have three months to complete the program review, 2) fall program review can accommodate departments' late spring or summer review of PLO data, 3) fall program review adheres to the budget calendar's timeline for consideration of resource requests as stated in AR 6200, and 4) department chairs and division chairs are already juggling faculty evaluations in the spring semester, so adding program review might be too much of a spring workload. If a department wants to, they can always begin completing their program review in the spring but it won't be due until fall.

VII. Informational Awareness Regarding Why Program Review is Done

- a. The committee discussed that it might be necessary to embark upon another informational awareness campaign regarding the role of program review and why it is important. It was suggested that a skit at Institute Day might be memorable and helpful part of the effort.

VIII. New ACCJC Standards

- a. The committee continued to examine and discuss the preliminary ACCJC standards that will be officially adopted by the commission in summer 2023. The standards reviewed at this meeting regarded program review, institutional dialog about data, and institutional planning. One suggestion provided was to update the data dialog documentation sheet to ask how learning outcomes assessment and program review support the college mission, college's equity effort, and institutional planning. The sheet could provide a link to the Institutional Strategic Plan and Annual Goals. Another suggestion was to revise the form's section on Pedagogy, and ask more specifically "How does your program's pedagogy and course design support equitable practices?"

Meeting Adjourned at 2:30 p.m.

Next Meeting: TBA

Minutes Recorded by: Gordon Lui & Daphne Dionisio