MINUTES

October 17, 2023   1:30pm   ZOOM# 8182401000

PROGRAM REVIEW COMMITTEE

Present: Stacy Jazan (Co-Chair & Senate), Daphne Dionisio (Co-Chair & Administrator), Thomas Nuño (ASGCC), Areg Hovhannisyan (ASGCC), Ann Simon (CSEA), Nonah Maffit (CSEA), Rosemarie Shamieh (Joint Faculty), and Ed Karpp (Administration)

Absent: Tomás Aguirre (Joint Faculty), Jeanette Farr (Guild), and Francien Rohrbacher (Resource)

 Yvette Ybarra (Resource)

Quorum: 9/10

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

Review of Minutes: The Program Review Minutes from September 19, 2023, were reviewed.
        It was MSC (Jazan/Maffit) that the Minutes from September 19, 2023, were approved without corrections.

Old Business:

New Business:

   I.   Reporting of 2022 Resource Request Decisions
        a. The vice presidents publicly reported out detailed information regarding the final decisions on funding of the 2022 resource requests. They have indicated they will compile these results into a document that will be shared.
   II.   2023 Program Review Cycle Report Outs Validation Team Members
        a. Appreciation was expressed for the prompt responses by program review chairs to email inquiries especially regarding dashboard data and resource requests.
        b. It was observed by one validation team member that success rates were lower for the 2022-2023 academic year. Ed Karpp reported that the drop in success rates was not an overall collegewide trend. The other validation team members will try to observe if this trend is present in the departments they support.
   III.   2023 Deadline for Permanent Personnel Requests
        a. To allow departments sufficient time to plan after February governing board decision regarding retirement incentive, the deadline for permanent personnel requests is being extended from November 1st 2023 to February 29th 2024. The deadline for program review and all other resource requests is still November 1st.
        b. The Vice President of Student Services, Senate president, Dean of Student Services, and relevant others are discussing a proposal for requests for adjunct counselors to now be submitted to SSHAC for prioritization rather than to Academic Affairs or Student Affairs Committees.
        c. While HR Staffing Plans are completed by managers and allow for detailed analysis of departmental personnel and subsequent identification of personnel needs, official requests for permanent personnel will continue to be submitted through resource requests within the program review process. This was confirmed with Dr. Grice, VP of Human Resources. A holistic description and timeline of the college's resource allocation process will be developed (e.g., spring departmental budgets, summer HR Staffing Plans, fall departmental planning/program review/resource requests).
   IV.   No-cost or Low-cost Goals and Action Items

a. In light of the college's current fiscal condition, it was suggested that validation team members could suggest to departments that they support, the development of goals and action items that could be realistically accomplished using virtually no financial resources. Examples could include: departmental partnerships (e.g., Foreign Language department created an action item to connect with student learning communities regarding strategies to help raise success rates for these students), completion of student-centered equity-minded professional development, participation in activities focused on Sense of Belonging, and classified professionals (and perhaps even faculty) taking greater part in building a Caring Campus culture

V. Resource Request Tracking System
   a. The new online resource request system has gone live. Departments have been provided with guidance on how to use the system. Supervisors have been provided with guidance on email alerts to review and provide feedback on requests.

Meeting Adjourned at 1:59 p.m.
Next Meeting: November 21, 2023
Minutes Recorded by: Gordon Lui & Daphne Dionisio