

Program Review and Planning (PRP) Committee

MINUTES - Monday, February 9, 2026

3:30– 5:00 PM

Zoom virtual meeting

Members Present:	Ildifonso Carrillo (Co-Chair), Jesus Rivas, Jessica Luedtke, Masahiro Omae, Jacqueline Sabanos, Maureen Rubalcaba, Juan Salcedo, Marne Foster, Tavaris Franklin, Megan Leppert, Trila Gil, Pamela Kozminska, David Anton
Not Present:	Shakerra Carter, Zuri Williams, Leroy Williams
AGENDA	
1. Call to Order 3:30 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by VP Sabanos, seconded Jessica – agenda approved
2.2 Approval of 1/12/2026 PRP Meeting Minutes	
CONCLUSION	Motion to approve by VP Sabanos, seconded by Tavaris – minutes approved
3. Information/Discussion Item(s)	
3.1 Governance Handbook Update – Addition of Student Member	
INFORMATION	Jessica presented an update regarding the Governance Handbook. As part of finalizing governance revisions: • SPA has become a formal bargaining unit and governance body. • Associated Students have formalized their governance structure. • It was identified that the Program Review and Planning Committee should include Associated Student representation. • The omission of student representation occurred during the merger of committees. • The proposal was to formally add one Associated Student representative to the committee composition. Discussion emphasized the importance of student voice in planning processes, the need for onboarding support to ensure meaningful participation, and coordination with Associated Students for representative selection.
CONCLUSION	Jesus moved to approve the updated Governance Handbook page adding one Associated Student member, 2nd by Ildi, motion carried unanimously
3.2 Institutional Strategic Master Plan Annual Report	
INFORMATION /DISCUSSION	Jesus Rivas presented a proposed transition from a traditional PowerPoint summary to a more comprehensive written annual Strategic Master Plan report (approximately 10–30 pages). Key elements of the proposed report structure include: • Executive summary • Institutional context and alignment with accreditation • Learner needs identified through accreditation • Progress updates on each strategic goal and objective • Highlights and best practices across divisions • Division-level strategic priorities • Forward-looking conclusions Discussion points: • The report would serve as a reference document rather than a single-sitting read. • It would allow committees to extract relevant sections (e.g., enrollment management, resource stewardship). • It could support grant writing and institutional storytelling. • Balance is needed between thorough documentation and usability. • Information would be mined from program reviews, strategic updates, and presidential communications. • The report would be published on the planning microsite and shared broadly Committee members expressed support for the concept and noted its potential to showcase departmental efforts, connect program-level planning to institutional strategy, and increase transparency.
CONCLUSION	Committee feedback will inform development of the next report iteration.
3.3 Infrastructure Plans Update Process	
INFORMATION	An overview of the upcoming infrastructure plan includes: • Facilities Plan • Technology Plan • Enrollment Management Plan • Communication Plan • Distance Education Plan • Professional Development Plan Process: • PRIE will mine data from program reviews, strategic planning updates, and presidential communications. • Draft updates will be prepared for each infrastructure plan. • Plan leads (primarily Vice Presidents and designated coordinators) will be contacted for review. • Leads may choose to involve their respective committees in reviewing updates. The committee acknowledged that this process reinforces the purpose of program review as an integrated planning tool tied to accreditation and institutional strategy; and ensures alignment between annual planning efforts and infrastructure plans without duplicating work.
3.4 SLO Assessment Cycle Update	
INFORMATION	• Annual SLO results survey has been revised. • Feedback from department leads was incorporated. • Finalized survey was distributed. • Survey timing has been moved earlier in the spring semester. Faculty may now report Fall capstone (summative) assessments and Spring formative assessments
4. Adjournment: Meeting adjourned at 4:13 PM	
Next Meeting: 3/9/2026 at 3:30 PM	

Minutes submitted by: Debi King

Minutes approved:

By Committee 4/15/2026