SAN DIEGO COLLEGE OF CONTINUING EDUCATION

San Diego College of Continuing Education commits to student success and community enrichment by providing tuition-free, accessible, equitable, and innovative quality education and support services to diverse learners in pursuit of lifelong learning, training, career advancement, and pathways to credit college.

Program Review and Planning (PRP) Committee

MINUTES - Monday, January 12, 2026   3:30– 5:00 PM   **Zoom virtual meeting**

Members Present:	Ildifonso Carrillo (Co-Chair), Jesus Rivas, Shakerra Carter, Jacqueline Sabanos, Juan Salcedo, Maureen Rubalcaba, Marne Foster, Tavaris Franklin, Megan Leppert, Leroy Williams, Trila Gil
Not Present:	Masahiro Omae, David Anton, Jessica Luedtke, Zuri Williams, Pamela Kozminska

AGENDA

1. Call to Order 3:41 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Maureen, seconded by Marne – agenda approved

2.2 Approval of 12/8/2025 PRP Meeting Minutes

CONCLUSION	Motion to approve by Marne, seconded by Megan – minutes approved

3. Information/Discussion Item(s)

3.1 Annual Integrated Planning Closeout

INFORMATION	• 2025 Program Review and Strategic Plan updates officially completed • Committee acknowledged faculty/staff flexibility during Anthology system outages • Next phase will aggregate submissions for the Institutional Strategic Master Plan and Accreditation Action Plan

3.2 AIP Process Innovation (AI-Assisted Interviews)

INFORMATION	• AI-supported Zoom interviews piloted to reduce workload and improve participation • Feedback was overwhelmingly positive; members cited reduced burnout and improved narrative quality • Model supports multi-participant input and equity of voice • Committee expressed strong interest in formalizing this option for future cycles

3.3 AIP Next Steps

INFORMATION	• Institutional Effectiveness team will synthesize planning data • Increased visibility of outcomes beyond EGC meetings to be explored • More proactive communication of deliverables planned

3.4 CAEP Model Program Recognitions

	• 12 instructional programs recognized as CAEP Model Programs at the state level • SDCCE led all colleges in number of recognitions • Recognition credited to effective use of Program Review data • Committee formally acknowledged for its role in this achievement

3.5 Institutional Information Synthesis Project (AI-Supported Accreditation)

	• Framework introduced: Collectors, Containers, Data, Processes, Outputs • AI to be used to synthesize-not replace-human decision-making • Key considerations discussed: bias, climate impact, workload displacement, ethical use • Example shared: AI-supported synthesis of President's Weekly Messages for accreditation reporting • Committee feedback encouraged as framework evolves

3.6 Roundtable

	• Resource allocation timelines clarified; deadline extensions confirmed • Anthology interface challenges acknowledged • Members reiterated support for alternative, AI-supported workflows

4. Adjournment: Meeting adjourned at 5:00 PM

Next Meeting: 2/9/2026 at 3:30 PM

Minutes submitted by: Debi King   **Minutes approved:**   *By Committee 2/9/2026*