



Program Review Committee

MINUTES - Monday, September 23, 20243:00 – 4:30 PMZoom virtual meeting

Members Present:	Jesus Rivas, Marne Foster, Jessica Luedtke, Jackie Sabanos, Shakerra Carter, Maureen Rubalcaba, Juan Salcedo, David Anton
Members not Present:	Minou Spradley, Leroy Williams, Megan Leppert
AGENDA	
1. Call to Order 3:05 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Jackie seconded by Maureen – agenda approved
2.2 Approval of May 20, 2024 Meeting Minutes	
CONCLUSION	Motion to approve by Maureen seconded by Jessica – May 20, 2024 minutes approved
2.3 Combine to PIE & Program Review Committee and revise meeting date/time (fall/spring)	
INFORMATION	<p>Proposed last year that PIE and Program Review committees combining into one committee</p> <ul style="list-style-type: none"><li>• PIE voted to approve at the first meeting earlier this month</li><li>• Committee discussed redundancy of both committees</li><li>• Meeting dates - moving from 4<sup>th</sup> Monday second Monday of the month 3:30 – 5:00</li></ul>
CONCLUSION	Motion to approve combining PIE and PR committees as <i>Program Review and Planning Committee</i> by David seconded by Shakerra, motion approved
3. Information/Discussion Item(s)	
3.1 Governance Handbook	
INFORMATION	<p>GH Update</p> <ul style="list-style-type: none"><li>• Currently being discussed in EPC and EGC</li><li>• Will start going by the end of this month with instructions and template</li><li>• Committees will be updating their handbook pages w/additional information</li><li>• Defining types of committees – Operational/Governance</li><li>• More information coming soon</li></ul>
3.2 AIP Kick-Off	
INFORMATION	<p>Annual Integrated Planning Kick-Off</p> <ul style="list-style-type: none"><li>• First AIP email went out last Monday</li><li>• Resources now available on website and Canvas</li><li>• Three data coaching sessions planned</li><li>• Data mentors available to provide support</li><li>• SP’s for programs/depts – need updates to current SP</li><li>• Requests for Resources: info from Admin Services forthcoming</li><li>• Timeline will be sent out by the end of the month</li></ul>
3.3 Program Review Byproduct Presented at President’s Cabinet Retreat	
INFORMATION	<p>Presented at President’s Cabinet Retreat</p> <ul style="list-style-type: none"><li>• Doc prepared by PRIE: <a href="#">31 Promising Practices from Program Review</a></li><li>• Reviews are being used in many ways</li><li>• Strategies from Instructional PR’s used to continue building enrollment</li><li>• Various depts can help other depts overcome challenges they may be experiencing</li></ul>
4. Adjournment: Meeting adjourned at 3:27 pm	
Next Program Review and Planning Committee Meeting: 10/14/2024 3:30 – 5:00	

Minutes submitted by: Debi KingMinutes approved: By committee on October 14, 2024