

Program Review and Planning (PRP) Committee

MINUTES - Monday, October 14, 2024

3:30– 5:00 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke (Co-Chair), Sarah Boswell (Co-Chair), Jesus Rivas (Co-Chair), Jacqueline Sabanos, Juan Salcedo, Maureen Rubalcaba, Kelly Henwood, Pamela Kozminska, Leroy Williams, John Bromma, Megan Leppert, Debi King
Members not Present:	Shakerra Carter, Minou Spradley, Marne Foster, Neill Kovrig, David Anton, Bryan Perrin
AGENDA	
1. Call to Order 3:33 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve agenda by Kelly, seconded by Leroy – agenda approved
2.2 Approval of 9/9/2024 PIE Meeting Minutes	
CONCLUSION	Motion to approve by Jessica, seconded by Jesus – September 9, 2024 PIE minutes approved
2.3 Approval of 9/23/2024 PRC Meeting Minutes	
CONCLUSION	Motion to approve by Maureen, seconded by Jesus – September 23, 2024 PRC minutes approved
3. Information/Discussion Item(s)	
3.1 EPC/EGC: Governance Handbook Update	
INFORMATION	<ul style="list-style-type: none"><li>• Content is being reviewed by EGC and President’s Cabinet</li><li>• GH is currently on hold</li><li>• Revision will be more in-depth, like the District’s GH<ul style="list-style-type: none"><li>◦ Administrative part and a participatory governance part</li><li>◦ More transparency/information regarding definitions of committees</li><li>◦ Will clearly define “advisory group”, “subcommittee”, “operational committee”, etc.</li><li>◦ Committee pages should have more clarity <i>ex: Brown Act or not Brown Act?</i></li></ul></li></ul>
3.2 Program Review Update	
INFORMATION	<ul style="list-style-type: none"><li>• PRIE has already hosted 2 group data coaching sessions<ul style="list-style-type: none"><li>◦ 10 out of 13 instructional departments participating</li><li>◦ One-on-one sessions with data coaches are also available</li></ul></li><li>• Data analysis was conducted by researchers and data coaches<ul style="list-style-type: none"><li>◦ Focus on telling the story behind the numbers in the PR’s</li></ul></li><li>• Data dashboards, created by PRIE researchers, are more robust than ever<ul style="list-style-type: none"><li>◦ Data, specific to each instructional department, has had positive response from writers</li></ul></li><li>• Program Review timeline:<ul style="list-style-type: none"><li>◦ First draft due October 25, 2024</li><li>◦ Final submission due November 8, 2024</li><li>◦ Strategic Plan updates due November 11, 2024</li></ul></li><li>• Admin Services established deadline for resource requests: December 14, 2024</li></ul>
3.3 District Strategic Planning Committee	
INFORMATION	<p>District Strategic Planning Committee meets twice each semester</p> <ul style="list-style-type: none"><li>• Deans at each college went through their planning cycles<ul style="list-style-type: none"><li>◦ CE Dean shared CE’s strategic planning cycle, accreditation, strategic master planning, timing</li><li>◦ Planning cycle will be updated</li></ul></li><li>• Coming up in spring meeting<ul style="list-style-type: none"><li>◦ CE SP and accomplishments related to SP will be an agenda item</li><li>◦ How CE SP relates to the District SP – using information from Anthology<ul style="list-style-type: none"><li>▪ Will be brought up at Deans’ meeting tomorrow</li></ul></li></ul></li></ul>
3.3 District Strategic Planning Committee	
ROUNDTABLE	Committee members introduced themselves to new member, Pamela Kozminska
4. Adjournment: Meeting adjourned at 4:20	
Next Meeting: Monday, November 18, 2024	

Minutes submitted by: Debi King

Minutes approved: By Committee December 9, 2024