

Program Review and Planning (PRP) Committee

MINUTES - Monday, January 13, 2025

3:30– 5:00 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke (Co-Chair), Sarah Boswell (Co-Chair), Shakerra Carter, Minou Spradley, Jesus Rivas, Juan Salcedo, Marne Foster, Neill Kovrig, Maureen Rubalcaba, Kelly Henwood, Debi King
Guests:	Myesha Jackson, Masahiro Omae
Members not Present:	Jacqueline Sabanos, Megan Leppert, Pamela Kozminska, David Anton, Leroy Williams, Bryan Perrin
AGENDA	
1. Call to Order 3:33 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Neill, seconded by Minou – agenda approved unanimously
2.2 Approval of 12/09/2024 PRP Meeting Minutes	
CONCLUSION	Motion to approve by Jesus, seconded by Marne – minutes approved unanimously with two abstentions
3. Information/Discussion Item(s)	
3.1 2024/25 SDCCE Strategic Plan Highlights Related to District Objectives	
INFORMATION	Committee was presented with the progress made in aligning CE’s strategic plan with the District's strategic plan. A crosswalk document was shared that identifies overlapping objectives and a status report on the progress made in various areas. A concise highlights report will be sent to EPC.
3.2 Next Steps for Institution-wide Strategic Planning	
INFORMATION	PRIE has gathered all the information provided during Strategic Planning and is currently compiling the information to present the update/progress report in early spring. Coordinator expressed thanks to all who participated throughout CE.
3.3 IEPI Update	
INFORMATION	The <i>Innovation and Effectiveness Plan</i> , which includes a seed grant and provides for research and professional development through a division of the state Chancellor’s office, was explained for new PRP members. Committee was advised of the upcoming third and final visit from the Partnership Research Team will be in late February.
3.4 Governance Handbook Update	
INFORMATION	<div>The upcoming iteration of the Governance Handbook (GH)<ul style="list-style-type: none">Defining the types of committees: advisory, operational, sub-committees, etc.Input pages for the GH have been created by PRIE to be completed by each committeeInformation to be provided: aligned WASC criterion, membership, meeting calendar, department affiliationInput pages will go out to committees after review by EGC</div>
3.5 PRP Review of Committee Description, Goals, and Membership	
INFORMATION /DISCUSSION	<div>In preparation for the GH page for PRP members reviewed previous GH pages for PIE and Program Review committees to begin to create the new GH page for PRP that encompasses both. Committee’s first draft, as of this date, for the description of PRP:<ul style="list-style-type: none"><i>The Program Review and Planning Committee advances the principles of integrated planning for the institution. Program Review provides a framework of formative and summative assessments of the departments, programs, and services of the College. Through the strategic planning process, the committee provides opportunities for data-informed program reflection and improvement, consistent with a planning framework that guides assessment, evaluation, and coordination of activities related to accreditation criteria, institutional effectiveness, and a regular cycle of institution wide improvement. - Draft per PRPC meeting 1/13/25</i></div>
ACTION ITEM	Jessica will send the draft and previous pages to committee members to review prior to the next PRP meeting
4. Adjournment: Meeting adjourned at 5:00	
Next Meeting: Monday, February 10, 2025 3:30-5:00 via Zoom	

Minutes submitted by: Debi King

Minutes approved: By committee 2/10/2025