

Program Review and Planning (PRP) Committee

MINUTES - Monday, February 10, 2025

3:30– 5:00 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke (Tri-Chair), Sarah Boswell (Tri-Chair), Jesus Rivas (Tri-Chair), Masahiro Omae, Juan Salcedo, Marne Foster, Maureen Rubalcaba, David Anton, Leroy Williams, Pamela Kozminska, Debi King
Guests:	Mark Nesbit for Jacqueline Sabanos
Members not Present:	Shakerra Carter, Jacqueline Sabanos, Neill Kovrig, Kelly Henwood, Megan Leppert, Bryan Perrin
AGENDA	
41. Call to Order 3:34 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Marne, seconded by Masa – agenda approved
2.2 Approval of 1/13/2025 PRP Meeting Minutes	
CONCLUSION	Motion to approve by Jesus, seconded by Marne – minutes approved
3. Information/Discussion Item(s)	
3.1 Annual Strategic Planning Report Outline	
INFORMATION	The outline for the report was shared with the committee to review. Data extracted from programs and departments are currently being compiled. President’s department priorities to be addressed in report. Draft report and presentation to EPC April.
3.2 Accreditation Subcommittee Update	
INFORMATION	<ul style="list-style-type: none"><li>• Midcycle report will be started in the 26/27 school year</li><li>• Two Accreditation Subcommittee meetings this spring</li><li>• Call out for new members</li></ul>
3.3 Research Subcommittee Update	
INFORMATION	<ul style="list-style-type: none"><li>• Research Subcommittee meets once per term – end of spring</li><li>• Reviews ongoing research projects and best-practices</li><li>• Efforts to maximize response rates for surveys</li><li>• Upcoming data dashboards</li><li>• Update and maintain Research Agenda</li><li>• Partners with District Research Office</li><li>• Call out for new members</li></ul>
3.4 IEPI Update	
INFORMATION	<ul style="list-style-type: none"><li>• CE received \$200k seed grant in October</li><li>• To be used for PD, research, and communications</li><li>• Working on creating institution-wide PD strategic plan</li><li>• Long and short-term goals, infrastructure and planning</li><li>• IEPI team visit #3 at the end of this month – go over progress</li></ul>
3.5 PRP Review of Committee Description, Goals, and Membership	
INFORMATION /DISCUSSION	<p>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. PRPC Governance Info spreadsheet was shared with committee. Discussion:</p> <ul style="list-style-type: none"><li>• Description &lt;prepared by committee 1/13/2025 meeting&gt;</li><li>• Functions / Responsibilities &lt;in progress&gt;</li><li>• Membership &lt;not yet reviewed&gt;</li><li>• Standing Subcommittees &lt;prepared by committee 2/10/2025 meeting&gt;<ul style="list-style-type: none"><li>1. Research Sub-Committee</li><li>2. Accreditation Sub-Committee/Accreditation Steering Committee</li></ul></li></ul> <p>To be continued at next meeting</p>
4. Adjournment: Meeting adjourned at 5:02 PM	
Next Meeting: Monday, March 10, 2025   3:30-5:00   via Zoom	

Minutes submitted by: Debi King

Minutes approved: By committee on 4/14/2025