



Program Review and Planning (PRP) Committee

MINUTES - Monday, October 13, 20253:30– 5:00 PMZoom virtual meeting

Members Present:	Ildifonso Carrillo (Co-Chair), Jesus Rivas (Co-Chair), Juan Salcedo, Maureen Rubalcaba, Marne Foster, David Anton, Leroy Williams, Tavaris Franklin, Jacqueline Sabanos, Megan Leppert, Zuri Williams
Not Present:	Jessica Luedtke, Pamela Kozminska, Trila Gil, Shakerra Carter, Masahiro Omae
AGENDA	
1. Call to Order 3:31 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by VP Sabanos, Seconded by Zuri – agenda approved
2.2 Approval of 9/8/2025 PRP Meeting Minutes	
CONCLUSION	Motion to approve by Zuri, seconded by Leroy – minutes approved
3. Information/Discussion Item(s)	
3.1 Districtwide Strategic Planning – <i>tabled pending district updates</i>	
3.2 Accreditation Subcommittee	
INFORMATION	• Accreditation Subcommittee reviewed its purpose and responsibilities. • Members briefed on upcoming Mid-Cycle Report (2026) and their supporting role. • Accreditation cycle anticipated to run smoothly; Steering Committee formation expected closer to the next Self-Study cycle.
3.3 SLO Taskforce (5th SLO + Inventory)	
INFORMATION	• Focus on developing the 5th DEIAA Student Learning Outcome (SLO). • Collaborative planning with DEIAA Committee for a faculty development event featuring a guest speaker and breakout sessions. Work includes: ◦ Aligning Institutional SLOs to Program-level SLOs to DEIAA SLOs. ◦ Cleaning up SLO inventory to ensure all active courses have current, relevant SLOs. ◦ Preparing for Spring SLO Assessment Week (March). • Additional initiatives: ◦ Data visualization and SLO dashboard development. ◦ SLO storytelling campaign to be featured during Spring Institutional Days. ◦ Collaboration with Emeritus Program recognized.
3.4 Annual Integrated Planning Updates	
INFORMATION	• Program Review in progress ◦ Program chair drafts due October 24; dean submissions due November 7. ◦ Email sent October 3 with links to sample narratives, data dashboards, and Anthology instructions. • Data coaching sessions: ◦ October 9 (Zoom) and October 14 (in-person at CE Chavez, Room 301). ◦ One-on-one sessions available upon request.
3.5 Mining Institutional Documents with AI	
INFORMATION /DISCUSSION	• Goal: streamline Program Review, improve inclusivity, and expand participation. ◦ Proposal to integrate AI to analyze institutional documents (agendas, minutes, PD records) for Program Review narrative generation. ◦ ESL Department volunteered to pilot. ◦ Maureen Rubalcaba volunteered her team to collaborate and ensure ethical, CE-specific AI training. ◦ Megan also volunteered to include a CTE perspective in the pilot.
3.6 Roundtable	
INFORMATION	• David (HVAC): Program Review nearly complete; collaborating on the 5th SLO implementation. • Maureen: Single sign-on issue persists for Crystal; troubleshooting continues with IT. ◦ Jesus: Noted recurring Anthology login issues among users formerly in Enrollment Services.
4. Adjournment: Meeting adjourned at 4:01 PM	
Next Meeting: 11/10/2025 at 3:30	

Minutes submitted by: Debi KingMinutes approved: By Committee on 11/10/2025