

Program Review and Planning (PRP) Committee

MINUTES - Monday, September 8, 2025

3:30– 5:00 PM

Zoom virtual meeting

Members Present:	Ildifonso Carrillo (Co-Chair), Jesus Rivas (Co-Chair), Jessica Luedtke, Shakerra Carter, Masahiro Omae, Juan Salcedo, Maureen Rubalcaba, Marne Foster, Pamela Kozminska, David Anton, Leroy Williams, Tavaris Franklin, Trila Gil,	
Not Present:	Jacqueline Sabanos, Megan Leppert, Zuri Williams	
Guest(s):	Silvia Nogales (proxy for Jacqueline Sabanos)	
AGENDA		
1. Call to Order 3:36 PM		
2. Action Items		
2.1 Approval of Agenda		
CONCLUSION	Agenda approved unanimously	
2.2 Approval of 5/12/2025 PRP Meeting Minutes		
CONCLUSION	Motion to approve by Jesus, seconded by Leroy – minutes approved	
3. Information/Discussion Item(s)		
3.1 Welcome new PRP Committee members		
INFORMATION	New members Ildifonso Carrillo, Tavaris Franklin, Trila Gil, and Zuri Williams were introduced to veteran members and welcomed to PRP	
3.2 PRP Committee Description		
INFORMATION	The PRP Committee supports institutional improvement through program review, strategic planning, and alignment with accreditation. The committee reviews and monitors strategic plan progress, communicates outcomes to the campus, and coordinates with its subcommittees (Research and Accreditation) to ensure data, planning, and priorities are aligned across the college and district.	
3.3 Planning Cycle / 2025-26 Activities		
INFORMATION	CE’s annual integrated planning (AIP) cycle includes strategic planning, accreditation, the Accreditation Action Plan, the Governance Handbook, and institutional effectiveness. The cycle also encompasses the Technology Plan, Strategic Enrollment Management Plan, and Professional Development. In addition, SDCCE will extend WASC accreditation from 6 to 7 years to align with the credit colleges.	
3.4 Annual Integrated Planning (AIP) Updates		
INFORMATION	<ul style="list-style-type: none"><li>LMI Biennial Review – This year’s review will follow new District guidelines. The changes will streamline and shorten the program review process; however, CTE departments will need to complete some additional work during Spring</li><li>Two new departments have been added: Instructional Learning Resources and Instructional Learning Technology</li></ul>	
3.5 AIP Kick Off		
INFORMATION	<div><div>8/26/25</div><div>Flex workshop at ECC on Annual Integrated Planning. Reviewing the IP process, the importance of Institutional Planning, the role of each participant in the process, and deadlines</div></div> <div><div>9/15/25</div><div>AIP kick-off email on 9/15 advising that Program Review is officially open and that the data will be released by PRIE, the templates will be available in Anthology, and important AIP deadlines</div></div> <div><div>10/24/25</div><div>Instructional and counseling program chairs to submit the first draft of their Program Review</div></div> <div><div>11/7/25</div><div>Deans submit their final Program Review</div></div> <div><div>11/21/25</div><div>Deans and program chairs enter any strategic plan updates in Anthology</div></div> <div><div>12/12/25</div><div>Requests for resources (date subject to change by VPA). Admin Services will be sending their own kick off email relative, specifically, to requests for resources</div></div>	
3.6 Program Review Data		
INFORMATION	The new Program Review Data Dashboard includes simplified fact sheets for 13 departments, each with tailored colors and themes specific to each department. It offers filters, comparison tools, navigation features, and PDF export options to make data more accessible and user-friendly. The Research Office will also provide high-level narrative summaries to help deans and chairs interpret the data. Links to the dashboard will be in Anthology.	
3.7 IEPI Grant		
INFORMATION	The IEPI grant has been extended for a second year, focusing on the Vision Resource Center, Professional Development SharePoint, and Infrastructure Plan, aligned with strategic planning. Internal resources replaced consultant costs, allowing funds to be reallocated. Site visits are complete, however the IEPI team will continue meeting in smaller groups to work on the remaining outcomes.	
4. Adjournment: Meeting adjourned at 4:39 PM		
Next Meeting: 10/13/2025 at 3:30		

Minutes submitted by: Debi King

Minutes approved: By Committee on 10/13/2025