



## Program Review Committee

**MINUTES - Monday, February 27, 2023**

**3:00 – 4:30 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Bryan Perrin, Desiree Payne, Jessica Luedtke (co-chair), Jesus Rivas, John Bromma, Leroy Williams, Marne Foster (co-chair), Maureen Rubalcaba, Megan Leppert, Minou Spradley, Shakerra Carter
<b>Members not Present:</b>	David Anton, Jackie Sabanos
<b>Guests:</b>	
<b>Recorder:</b>	Jessica Luedtke

### AGENDA

#### 1. Call to Order 3:01 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

###### CONCLUSION

Motion to approve by Rivas, seconded by Foster – agenda approved

##### 2.2 Approval of November 28, 2022 Meeting Minutes

###### CONCLUSION

Motion to approve by Williams, seconded by Foster, abstention by Rubalcaba – minutes approved

#### 3. Information/Discussion Item(s)

##### 3.1 2023/24 Instructional Review template/questions

###### DISCUSSION

Reviewed the Instructional Review template and agreed upon changes to transition from a comprehensive year to an 'update' year.

May need to update data section question labels to align data templates and data questions.

Leppert requested to open Program Review template in spring rather than fall, so folks have the option to start early. Cannot start data pieces early; however, minimal changes to other sections makes these easily ready for spring. Purpose: Provide additional time to faculty for program review.

Will review the Administrative Review template and action items for instructional template in the March meeting to ready for April template availability.

**Action:** Rivas to update Anthology instructional review template:

---Revise questions 7 and 8 from 'Update Required' to 'Update as needed'.

---Hide questions 18, 20 and 21.

---Hide COR survey section

--- Review data labels in program review data templates to current PRIE dashboards and bring recommendations for revised data template and data questions to March meeting.

--- Open template in mid-April so as not to overlap with SLO Week.

**Action:** Foster to send out announcement.

##### 3.2 2023/24 LMI process and template overview – data/data questions

DISCUSSION	<p>Reviewed the LMI process in program review and its' connection to the SDCCD Biennial process.</p> <p>Reviewed the LMI Anthology template and embedded questions, and agreed upon the following modifications:</p> <p>---Question 3. 'Please describe how your program provides a unique, complementary, or collaborative training opportunity in the region' -- replace 'region' with 'San Diego County' or whatever terminology the COE data report cites. Purpose is to align data report methodology with question.</p> <p><b>Action:</b> Rivas to implement wording change and update LMI template.</p>
<b>4. Adjournment:</b> Meeting adjourned at 4:06 PM	
<b>Next Meeting:</b> March 20, 2023 <revised from 4 <sup>th</sup> Monday to 3 <sup>rd</sup> Monday in March due to spring break>	

**Minutes submitted by:** Jessica Luedtke

**Minutes approved:**

*By Committee on 3/20/2023*