



Program Review Committee

MINUTES for Monday, April 19, 2021

3:30 – 5:00 PM

Zoom virtual meeting

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, Lisa Cork, Michelle Fischthal (VPI), Desiree Payne, Bryan Perrin, Jesus Rivas, Megan Leppert, Leroy Williams
Members not Present:	Star Rivera-Lacey (VPSS), Maureen Rubalcaba, Jackie Sabanos (VPA)
Guest(s):	Juan Salcedo
Recorder:	Debi King
AGENDA	
1. Call to Order 3:32 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Marne, seconded by Leroy – Agenda approved
2.2 Approval of March 15, 2021 Meeting Minutes	
CONCLUSION	Motion to approve with one attendance change by Marne, seconded by Megan – Minutes approved
3. Information/Discussion Item(s)	
3.1 Feedback to PR Writers Update	
INFORMATION	<ul style="list-style-type: none"><li>• Sixteen feedback meetings so far</li><li>• Six more remaining meetings for a total of twenty-two feedback meetings</li><li>• Need more committee members to participate to facilitate completion by June</li></ul>
3.2 Mission Statement and Department Descriptions	
DISCUSSION	Committee discussed having programs/units get an early start on program review by providing and/or reviewing their mission statement and general description/summary statement of their program
CONCLUSION	Committee agreed to change mission/summary statement from optional to required
3.3 Status of Data and Data Expectations for Upcoming Program Review	
INFORMATION	<ul style="list-style-type: none"><li>• Program Review Data Expectations:<ul style="list-style-type: none"><li>○ Enrollments - No issues are expected</li><li>○ Headcount - Breakdown by income will not be provided</li><li>○ FTES - To be provided; challenges expected</li><li>○ Completion Thresholds - 16/17-18/19 and info based on census dates for 2020/21 to be provided</li><li>○ Awards - To be provided; challenges expected</li><li>○ Program Completion - To be provided; changes to metric to be made</li><li>○ Labor Market - To be provided; developed by COE</li></ul></li><li>• Improvements to Program Review Data:<ul style="list-style-type: none"><li>○ Complementary metrics for retention</li><li>○ Revisions to Program Completion metric</li><li>○ Second iteration of program review data spreadsheet</li><li>○ Data coaching and support will be available</li></ul></li></ul>
4. Adjournment: Meeting adjourned at 4:15 PM	
Next Meeting: May 17, 2021   3:30 PM – 5:00 PM	

Minutes submitted by: Debi King

Minutes approved:

By Committee on 5/17/2021