



**Program Review Committee**

**MINUTES - Monday, April 24, 2023**

**3:00 – 4:30 PM**

**Zoom virtual meeting**

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

**AGENDA**

**1. Call to Order 3:03 PM**

**2. Action Items**

**2.1 Approval of Agenda**

**CONCLUSION** Motion to approve by Williams seconded by Payne– agenda approved

**2.2 Approval of March 20, 2023, Meeting Minutes**

**CONCLUSION** Motion to approve by Williams seconded by Rubalcaba – minutes approved

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

**3.1 2023/24 Administrative Unit Feedback Survey**

<b>DISCUSSION</b>	<p>Rivas presented /reviewed the Administrative Unit Feedback Survey. Rivas provided background on the genesis of the survey to determine the data collection needed to support administrative units. The goal is to provide the appropriate data to admin units to inform their PR analysis. Rivas shared the funnel approach of the survey and comparisons to institutional data. The survey will be shared with managers to capture their feedback for needed changes before it is released in May 2023.</p> <p>Rubalcaba asked when the survey will be updated to reflect department changes that stemmed from the reorganization. Rivas stated the goal was to capture those changes in the meeting with the managers.</p> <p>The goal is to capture needed changes so that the survey can be sent out the 2<sup>nd</sup> or 3<sup>rd</sup> week of May.</p>
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**3.2 2023/24 Follow up on dashboard concept and revised template questions**

<b>DISCUSSION</b>	<p>Rivas shared more time is needed to update the program review template, and he will follow-up with Foster when items within both the admin and instructional reviews are updated. Foster will then send out announcement to All PR writers that they may begin to be update PR templates except for question 6, strategies based on administrative Unit Feedback Survey, which is collected in late spring. Program leads in attendance discussed and affirmed that the dashboard concept was a much needed, more meaningful, timesaving, and structured way forward that would support PCs in leading this work.</p>
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**3.3 Solidify Spring 2023 action steps needed for opening 2023/24 Program Review**

	<p>Foster reminded the committee that once templates are ready the next step is to communicate to PR writers that the 2023/2024 PR templates are open and to encourage early and often updates. Leppert and Perrin reiterated that the head start was important given PCs do not work in the summer. Rivas will notify Foster when updates are complete, so that an announcement can be sent out late April.</p>
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**4. Adjournment:** Meeting adjourned at 4:01 PM

**Next Meeting:** May 22, 2023

**Minutes submitted by:** Marne Foster

**Minutes approved:** *By Committee on 5/22/2023*