



Program Review Committee

MINUTES - Monday, September 19, 2022

3:00 – 4:30 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke (co-chair), John Bromma, Michelle Fischthal, Megan Leppert, Bryan Perrin, Jesus Rivas, Maureen Rubalcaba, Leroy Williams, David Anton, Desiree Payne, Jackie Sabanos
Members not Present:	Marne Foster (co-chair), Shakerra Carter
Guests:	Michele Madrid Novak for Shakerra Carter
Recorder:	Debi King

AGENDA

1. Call to Order 3:05 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Desiree, seconded by Michele M. – Agenda approved
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2.2 Approval of May 16, 2022 Meeting Minutes

CONCLUSION	Motion to approve by Michelle F., seconded by Michele M. – minutes approved
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3. Information/Discussion Item(s)

3.1 Review Institutional Mission and Committee Governance page

INFORMATION	Committee members reviewed CE Mission Statement and PRC page in the Governance Handbook
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3.2 Overview of Program Review 2022-23

INFORMATION	<ul style="list-style-type: none"> • Program Review templates have been available since last week • Data will be released throughout this week • By now, AIP writers should have met to strategize • Materials located in Canvas and PRIE website and are updated as necessary • Tentative timeline: <ul style="list-style-type: none"> ○ PR first draft (PC’s) due by Friday 10/28 ○ PR final submission (Deans) due by Friday 11/4 ○ SP due on Friday 11/18 • Committee members discussed strategies used within their departments
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3.3 Administrative Unit Feedback Survey

INFORMATION	Jesus provided the committee with a brief review of the administrative unit feedback survey and the type of data managers can use to assess their individual departments. Each department receives one report for their department only
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3.4 New Program Review Dashboards

INFORMATION	<ul style="list-style-type: none"> • Committee reviewed the new PR dashboard that provide more information than the spreadsheets used in the past. Many features including: <ul style="list-style-type: none"> ○ the ability to see disproportionate impact ○ retention and success metrics ○ two views – one isolates the data for a specific term or what has changed in the last few years ○ information can be broken down by ethnicity, age, income, country of origin, language • Security layers are implemented – user must use their SDCCD credentials to access • There will be trainings and video tutorials for dashboard usage provided by PRIE
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3.5 MS Teams Transition

INFORMATION	CE committees are transitioning from Dropbox to MS Teams / Sharepoint. Links to meeting agendas and minutes, located in Teams, will be provided going forward								
3.6 PRC Calendar Dates 22/23									
DISCUSSION	Committee agreed to move PRC meetings to the 4th Monday of the month 3:00 – 4:30, commencing October 24th (unless holiday, classes not in session, or institutional event)								
CONCLUSION	<p>New PRC meeting dates:</p> <table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">October 24, 2022</td> <td style="width: 50%;">February 27, 2023</td> </tr> <tr> <td>November 28, 2022</td> <td>March 20, 2023 (3rd Monday due to Spring Break)</td> </tr> <tr> <td><i>no December meeting – (winter break)</i></td> <td>April 24, 2023</td> </tr> <tr> <td>January 23, 2023</td> <td>May 22, 2023</td> </tr> </table>	October 24, 2022	February 27, 2023	November 28, 2022	March 20, 2023 (3 rd Monday due to Spring Break)	<i>no December meeting – (winter break)</i>	April 24, 2023	January 23, 2023	May 22, 2023
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ACTION ITEM	Debi will revise Outlook calendar invites and CE calendar to reflect new meeting dates								
4. Adjournment: Meeting adjourned at 4:16 PM									
Next Meeting: October 24, 2022									

Minutes submitted by: Debi King

Minutes approved:

By Committee 10/24/2022