San Diego College of Continuing Education commits to student success and community enrichment by providing accessible, equitable, and innovative quality education and support services to diverse adult learners in pursuit of lifelong learning, training, career advancement, and pathways to college.

Program Review Committee

MINUTES - Monday, September 20, 2021   3:30 – 5:00 PM   **Zoom virtual meeting**

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, Michelle Fischthal (VPI), Bryan Perrin, Jesus Rivas, Shakerra Carter (Acting VPSS), Maureen Rubalcaba, Jackie Sabanos (VPA), Desiree Payne, Megan Leppert, Leroy Williams
Members not Present:	
Recorder:	Debi King

AGENDA

1. Call to Order 3:32 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Bryan, seconded by Marne – Agenda approved

2.2 Approval of May 17, 2021 Meeting Minutes

CONCLUSION	Motion to approve with one attendance change by Desiree, seconded by Megan – Minutes approved

3. Information/Discussion Item(s)

3.1 Overview of Program Review 2021-22

INFORMATION	Program Review is the first part of SDCCE Annual Integrated Planning; PR is a reflection looking backwards on what we've done that then informs what we're going to do next
	• Program Review Committee is defined on page twenty-eight of the Governance Handbook
	• Committee reviewed PR templates in Anthology (formerly Campus Labs)
	• Program Review timeline
	   o New users – September 24th – 25th
	   o Data Coaching – September 30th – October 1st
	   o LMI – October 7th – 8th
	   o Program Reviews due October 29th

3.2 Feedback Meeting Videos/Transcripts

INFORMATION	Programs/departments will be sent the video and transcript from their program's Program Review Feedback Meeting from last year conducted by PRC members

3.3 Comprehensive Review 2022-23

INFORMATION	o Method for comprehensive PR development
	o Defined general areas of focus
	o Identify gaps between current Program Review and ACS WASC indicators
	o Make recommendations based on gap analysis
	o Consider ASCCC recommended questions:
	   ▪ How is the program linking student outcomes, employment, or further education?
	   ▪ How long are students taking to complete the program?
	   ▪ What are students saying they are gaining from the program?
	o Should SWOT and environmental scan be eliminated from PR?

3.4 PRC Calendar Dates/Membership

INFORMATION/ DISCUSSION	• Lisa Cork has resigned from PR committee – looking for another faculty member
	• Committee revised three meeting dates due to holiday or institutional event conflicts
	   o December 15, 2021
	   o January 19, 2022
	   o February 17, 2022

4. Adjournment: Meeting adjourned at 4:38 PM

Next Meeting: October 18, 2021

Minutes submitted by: Debi King   **Minutes approved:**   *By Committee on 10/18/2021*