



**Program Review Committee**

**MINUTES - Monday, September 25, 2023**

**3:00 – 4:30 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Jackie Sabanos, Jessica Luedtke, Jesus Rivas, Lee Blackmore, Leroy Williams, Maureen Rubalcaba, Megan Leppert, Dr. Minou Spradley
<b>Members not Present:</b>	Shakerra Carter, John Bromma, Bryan Perrin, David Anton
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:00 PM**

**2. Action Items**

**2.1 Approval of Agenda**

<b>CONCLUSION</b>	Motion to approve by Leppert seconded by Rubalcaba – agenda approved
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**2.2 Approval of May 22, 2023, Meeting Minutes**

<b>CONCLUSION</b>	Motion to approve by Williams seconded by Spradley – May 22 <sup>nd</sup> 2023 minutes approved
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**3. Information/Discussion Item(s)**

**3.1 Changes in Program Review Committee Chairs**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Jesus Rivas is now the Associate Dean of Research, Planning, and Innovation at PRIE</li> <li>• Lee Blackmore is the SLO Coordinator as Marne Foster is on sabbatical this semester</li> <li>• Stacy Surwilo will be taking over the SLO Task Force duties until Marne Foster returns in spring</li> </ul>
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**3.2 Introducing Lee Blackmore as PR Coordinator**

<b>INFORMATION</b>	Committee welcomed Lee Blackmore as new SLO Coordinator for this semester
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**3.3 Annual Integrated Planning Kick-off**

<b>INFORMATION</b>	<p>Group reviewed schedule and information regarding AIP this year:</p> <ul style="list-style-type: none"> <li>• Kick-off email will go out this week to all program/dept writing teams</li> <li>• Changes will make the AIP easier and more user-friendly</li> <li>• Due to Accreditation work in PRIE, PR activities will be starting approx one week later than usual</li> <li>• Deans will now have two weeks to review the PR’s (previously one week)</li> <li>• PR’s will be due one week later than previous year – more time for programs/depts to complete</li> <li>• Requests for Resources will now be managed by the ASO</li> <li>• Group trainings for instructional departments will be provided every Friday 11:00 AM - 12:00 PM</li> </ul>
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**3.4 Program Review Data Section Restructure**

<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• PR templates have been restructured with six sections ( down from eleven previously):             <ul style="list-style-type: none"> <li>○ Access</li> <li>○ Retention &amp; Success</li> <li>○ Completion &amp; Transition</li> <li>○ Strategies to Enhance Student Access</li> <li>○ Strategies to Enhance Student Retention &amp; Success</li> <li>○ Strategies to Enhance Student Completion &amp; Transition</li> </ul> </li> <li>• Data dashboards are ready – PRIE to provide training/support:             <ul style="list-style-type: none"> <li>○ Program Review Dashboard (located in PR template in Anthology)</li> <li>○ Enrollment Management Dashboard</li> <li>○ Enrollment Management Trends Dashboard</li> </ul> </li> </ul>
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**3.5 Program Review Extract Tool**

<b>INFORMATION</b>	<p>Group reviewed the new PR extract tool developed by PRIE</p> <ul style="list-style-type: none"> <li>• Jesus demonstrated benefits, ease of use, and real-time examples</li> <li>• PRIE is providing formal training, tutorials, and support</li> </ul>
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**4. Adjournment:** Meeting adjourned at 3:48 PM

**Next Meeting:** October 23, 2023

**Minutes submitted by:** Debi King

**Minutes approved:** By Committee on 2/26/2024