



## Program Review Committee

**MINUTES - Monday, October 18, 2021**

**3:30 – 5:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, Michelle Fischthal (VPI), Jesus Rivas, Jackie Sabanos (VPA), Desiree Payne, Megan Leppert, Leroy Williams
<b>Members not Present:</b>	Bryan Perrin, Shakerra Carter (Acting VPSS), Maureen Rubalcaba
<b>Recorder:</b>	Debi King
<b>AGENDA</b>	
<b>1. Call to Order 3:33 PM</b>	
<b>2. Action Items</b>	
<b>2.1 Approval of Agenda</b>	
<b>CONCLUSION</b>	Motion to approve by Desiree, seconded by John – Agenda approved
<b>2.2 Approval of September 20, 2021 Meeting Minutes</b>	
<b>CONCLUSION</b>	Motion to approve by Michelle, seconded by Marne – Minutes approved
<b>3. Information/Discussion Item(s)</b>	
<b>3.1 Progress on Fall 2021 Program Review</b>	
<b>INFORMATION</b>	<p>PRIE has had several training sessions and data coaching, with one-on-one training when requested</p> <ul style="list-style-type: none"> <li>• Instructional Program Reviews to be submitted to Deans on October 29<sup>th</sup></li> <li>• Administrative Program Reviews due on November 5<sup>th</sup></li> </ul>
<b>3.2 Feedback Meeting Videos/Transcripts</b>	
<b>INFORMATION</b>	<p>Programs/departments were sent the video and transcript from their program’s Program Review Feedback Meeting from last year conducted by PRC members</p> <ul style="list-style-type: none"> <li>• Feedback has been positive and appreciative of the videos and transcripts</li> </ul>
<b>3.3 Comprehensive Review 2022-23</b>	
<b>INFORMATION/ DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Committee reviewed the questions on the program review templates <ul style="list-style-type: none"> <li>○ SLO question will remain hidden (Instructional PR)</li> <li>○ Personnel, Facilities, and Technology questions will be added back in (Instructional PR)</li> <li>○ Currently have 18 questions will be 21 questions (Instructional PR)</li> </ul> </li> <li>• CTEOS dashboard is being developed by PRIE</li> <li>• LMI due date is the same as program review – October 29<sup>th</sup></li> </ul> <p>Suggestions</p> <ul style="list-style-type: none"> <li>• Student experience and outcomes should be addressed</li> <li>• Content analysis after program reviews are submitted to inform future questions</li> </ul>
<b>ACTION ITEM</b>	Jesus to bring a proposed scope of research document to next meeting
<b>3.4 Membership</b>	
<b>INFORMATION</b>	<p>Still looking for one faculty member</p> <ul style="list-style-type: none"> <li>• Academic Senate has sent out request</li> <li>• Looking for representation from a good mix of program areas</li> </ul>
<b>4. Adjournment:</b> Meeting adjourned at 4:25 PM	
<b>Next Meeting:</b> November 15, 2021	

**Minutes submitted by:** Debi King

**Minutes approved:**

*By committee on 11/15/2021*