SAN DIEGO COLLEGE OF CONTINUING EDUCATION

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, October 24, 2022   3:00 – 4:30 PM   **Zoom virtual meeting**

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

AGENDA

1. Call to Order 3:04 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Jackie, seconded by Desiree – Agenda approved

2.2 Approval of September 19, 2022 Meeting Minutes

CONCLUSION	Motion to approve by Jesus, seconded by Michele – minutes approved

3. Information/Discussion Item(s)

3.1 Program/Department Progress

INFORMATION	Meetings/trainings have commenced with Program Chairs to review their Program Reviews: • Focus on data, highlights, and expectations • Emphasizing that PR will inform the accreditation self-study report • Leadership changes - doing PR for the first time - providing Zooms and video tutorial training/support

3.2 Data and Training Feedback

INFORMATION /DISCUSSION	PRIE provided a demonstration of the new Program Review Dashboard • Feedback was mostly positive • Attendees appreciated having so many options – some were a bit overwhelmed • Users still have the option of using the spreadsheet to obtain data if they prefer • Survey will go out after PR o Committee members should encourage participation in the survey

3.3 Upcoming deadlines, constituent follow-up and next steps

INFORMATION	PR first draft is due October 28, 2022, PR final submission to Deans is due November 4, 2022 • Program Review extensions being addressed on a one-on-one basis – so far only one request Strategic planning and resource allocation coming soon

4. Adjournment: Meeting adjourned at 3:29 PM

Next Meeting: November 28, 2022

Minutes submitted by: Debi King   **Minutes approved:**

by Committee on 11/28/2022