

Program Review Committee

MINUTES for Monday, March 18, 2019

3:30 – 5:00 PM

ECC room 121

Members Present:	Marne Foster (co-chair), John Bromma, David Holden, Tim Pawlak, Jesus Rivas, Leroy Williams
Members not Present:	Desiree Payne, Maureen Rubalcaba, Jackie Sabanos, Carol Wilkinson, Jessica Luedtke (co-chair), Cassandra Storey (for Michelle Fischthal),
Recorder:	Debi King
AGENDA	
1. Call to Order 3:42 PM	
2. Review Agenda, Approval of Minutes	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by David, seconded by John – agenda approved
2.2 Approval of February 25, 2019 Meeting Minutes – minutes approved by committee	
CONCLUSION	Motion to approve by Leroy, seconded by David – agenda approved
3. Information/Discussion Item(s)	
3.1 Spring Communications (Feedback Survey, Form A Feedback Reports, SP Reminder)	
INFORMATION	Marne provided information regarding the feedback reports – people can be reminded that SP is ongoing and can be done any time. Communication is extremely important – how the information is received – EX: letting our ‘audience’ know right now what our expectations are. Marne explained the goal of the cover letter and expressing that this was not an evaluation. In the future, the committee can (based on the feedback) choose to do something different – perhaps programs can come to the committee to discuss their review as a group discussion.
3.2 Review 2017/18 PR Surveys	
INFORMATION	Jesus shared the report with the committee and explained the survey that the writers completed. The report will be posted sometime this week. The report was produced using the same structure used in the past by PRIE. When the administrative report is completed, Jesus will share with the committee, most likely at the next PRC meeting.
3.3 Changes/Revisions to Program Review	
INFORMATION	<ul style="list-style-type: none"> Jesus presented PP slides to share with the committee which demonstrated some of the changes/revisions previously discussed by the committee that have now been implemented in the survey. Any further suggestions will be discussed at the next PR committee meetings prior to summer. Highlights: in general people were happy with the program review process, the resources and support provided, PRIE was there for them when they had questions. The survey indicated that 69% were satisfied with the overall experience – Form A. Some of the negative comments were relative to the way the form is currently set up (being a Word document). Some of the open-ends comments/highlights: <ul style="list-style-type: none"> LMI and that it was hard for adjunct teachers and they needed some assistance with that portion The data was redundant – same as previous years Very time-consuming process because they were doing PR, SP, and resource allocation simultaneously They didn’t have support from their department – just one person doing the PR

	<ul style="list-style-type: none"> ▪ Timing isn't ideal – fall seems to not be the best time to do the PR process (Jesus mentioned that the reason we do this in the fall is because that's when we have the updated data) ▪ People were happy with the support they received ▪ Many respondents mentioned that there was a general lack of participation in the PR process and that it's hard for an adjunct to participate because they are not getting paid for the time necessary to complete PR ▪ Some respondents indicated that integrating the PR, SP, and resource request process would be beneficial there are too many components (Dropbox, Word, etc.) <p>Group agreed that PR's with multiple participants were more successful than PR's with single participants</p>
4. Adjournment Meeting adjourned at 5:18 PM	
Next Meeting: Monday, April 15, 2019 at 3:30-5:00 PM - ECC Rm 121	

Minutes submitted by: Debi King

Minutes approved:

Approved by committee 4/15/19