



**Program Review Committee**

**MINUTES** for Friday, September 6, 2019

**10:30 – 12:00 PM**

**ECC room 121**

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| <b>Members Present:</b>     | Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, Michelle Fischthal, Tim Pawlak, Desiree Payne, Jesus Rivas, Maureen Rubalcaba |
| <b>Members not Present:</b> | Jackie Sabanos, David Holden, Leroy Williams  |
| <b>Guest:</b>               | Esther Matthew  |
| <b>Recorder:</b>            | Debi King   |

**AGENDA**

**1. Call to Order 10:35 AM**

**2. Review Agenda, Approval of Minutes**

**2.1 Approval of Agenda**

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| <b>CONCLUSION</b> | Motion to approve by Jesus, seconded by Michelle – Agenda approved |
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**2.2 Approval of 20th, 2019 Meeting Minutes**

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| <b>CONCLUSION</b> | Motion to approve by Marne, seconded by Jesus – Minutes approved |
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**3. Information/Discussion Item(s)**

**3.1 Timeline, with suggested changes to integrate planning/resource requests (backward timeline from budgeting)**

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| <b>INFORMATION &amp; DISCUSSION</b> | <ul style="list-style-type: none"> <li>♦ PRIE is working on the data worksheets and will be able to produce them on time</li> <li>♦ Cost data is complete</li> <li>♦ Program review template for instructional is being worked on now</li> <li>♦ Resource request templates are also being worked on</li> <li>♦ LMI is in progress – will be ready for PR</li> <li>♦ Proposed timeline: due a month earlier this year – November 8<sup>th</sup></li> <li>♦ PRIE is providing several workshops/data coaching for PR</li> <li>♦ PRIE is presenting at program meetings (approx. 10 min) to clarify PR process and timeline with program chairs                             <ul style="list-style-type: none"> <li>○ Short talking points: timeline, Campus Labs training, stress that PR process has been streamlined</li> </ul> </li> <li>♦ PRIE is meeting with management team to discuss institutional gaps</li> <li>♦ Deans to meet with their VP's to review the process and relationship to SP</li> <li>♦ SP and resource requests – December 4<sup>th</sup></li> </ul> |
| <b>CONCLUSION</b>                   | Committee agrees to move forward with this timeframe  |

**3.2 LMI Changes**

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| <b>INFORMATION</b> | <ul style="list-style-type: none"> <li>♦ LMI section in PR form will now be provided to individual programs by PRIE (from Centers for Excellence)                             <ul style="list-style-type: none"> <li>○ PRIE will have a training to help PR writers with this data</li> <li>○ CE will be leading the region with this</li> </ul> </li> </ul> |
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**3.3 Administrative Review Template Changes**

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| <b>INFORMATION &amp; DISCUSSION</b> | <ul style="list-style-type: none"> <li>♦ Questions have been reduced and are specifically tied what we need for our mid-cycle review</li> <li>♦ Administrative Review, Instructional Review, Request for Resources templates                             <ul style="list-style-type: none"> <li>○ Committee reviewed the new templates in Campus Labs</li> </ul> </li> </ul> |
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**3.4 Build out of Campus Labs**

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| INFORMATION  | <ul style="list-style-type: none"> <li>♦ PRIE has moved the administrative review forms from paper to Campus Labs and is currently working on the instructional review to try to have ready in time.</li> <li>♦ Objectives have been streamlined to include Action Steps to eliminate a step for the end-user</li> </ul>   |
| <b>3.5 Principals for Prioritizing Resources</b>                           |  |
| INFORMATION  | <ul style="list-style-type: none"> <li>♦ Draft document to guide SDCE in decisions related to planning and resource allocation 2019-2021 <ul style="list-style-type: none"> <li>○ went through EPC, Presidents Cabinet</li> <li>○ draft to go to PIE committee – then rolled out</li> <li>○ will guide PR and planning with regards to prioritizing requests</li> <li>○ provides clear, concise points</li> </ul> </li> </ul>  |
| <b>3.6 Governance Handbook Update</b>                                      |  |
| INFORMATION  | <ul style="list-style-type: none"> <li>♦ PRIE is overseeing updates from committees for the Governance Handbook revision <ul style="list-style-type: none"> <li>○ due to expire at the end of fall semester (extended from summer to align with accreditation cycle)</li> <li>○ committee chairs have been asked to discuss and recommend any changes by October (2nd meeting)</li> <li>○ Marne created a folder “Governance Handbook” in Dropbox under PR</li> <li>○ timeline for handbook revisions discussed with committee</li> <li>○ general consensus is reducing amount of committees – consolidating some committees</li> <li>○ look at days the committees meet – some need less, some may need to meet more often</li> <li>○ committee chairs have been emailed instructions <ul style="list-style-type: none"> <li>♦ asked to add GH review to their September/October meeting agendas</li> <li>♦ return changes to PRIE for compilation</li> <li>♦ presentation to EPC, Senate, and 5 governing committees for November meeting</li> </ul> </li> </ul> </li> <li>♦ SDCE Mission, Vision, Values will be reviewed at PIE meeting for GH update</li> <li>♦ Committee reviewed PR handbook page and discussed the possibility of combining PR and PIE committees</li> </ul> |
| <b>4. Action Item(s)</b>   |  |
| <b>4.1 Approve Changes Made to Program Review (3.1 – 3.4)</b>              |  |
| CONCLUSION   | Motion to approve template changes made by Jessica, seconded by Marne – motion passed unanimously  |
| <b>5. Adjournment:</b> Meeting adjourned at 12:01 PM                       |  |
| <b>Next Meeting:</b> Monday, October 21, 2019 at 3:30-5:00 PM - ECC Rm 121 |  |

Minutes submitted by: **Debi King**

Minutes approved:

*by Committee on 10/21/19*