



Program Review Committee

MINUTES for Monday, October 21, 2019

3:30 – 5:00 PM

ECC room 121

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, David Holden, Jesus Rivas, Maureen Rubalcaba, Leroy Williams, Andrei Lucas for Michelle Fischthal
Members not Present:	Michelle Fischthal, Desiree Payne, Tim Pawlak, Star Rivera-Lacey, Jackie Sabanos
Guest:	
Recorder:	Debi King

AGENDA

1. Call to Order 3:36 PM

2. Review Agenda, Approval of Minutes

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Jesus, seconded by Maureen – Agenda approved
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2.2 Approval of September 6, 2019 Meeting Minutes

CONCLUSION	Motion to approve by Marne, seconded by Leroy – Minutes approved
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3. Action Item(s)

3.1 Update PR Governance Handbook Page

DISCUSSION & ACTION	<p>Membership section:</p> <ul style="list-style-type: none"> ♦ Updated Jessica’s title to Dean of Planning, Research, and Institutional Effectiveness ♦ VP of Instructional Services – corrected verbiage ♦ Note: **committee is missing one of 4 faculty members <p>Calendar section:</p> <ul style="list-style-type: none"> ♦ No changes <p>Standing Sub-Committee section:</p> <ul style="list-style-type: none"> ♦ PR will remain a stand-alone committee ♦ Discussion regarding “Program Discontinuance Committee” <ul style="list-style-type: none"> ○ Should PR be deciding this? – Leave as-is for now ○ Change to “Program Discontinuance Sub-Committee” - YES ○ Should it be under Curriculum Committee? - NO ○ PIE Committee? - NO <p>Description section:</p> <ul style="list-style-type: none"> ♦ Add: “for the purpose of data-informed program reflection and improvement” – YES ♦ Change “six year cycle” to “seven year cycle” to align with accreditation – YES ♦ remove last sentence of description: “This process includes a feature for program discontinuance...” - YES <p>Goals section:</p> <ul style="list-style-type: none"> ♦ Add: “instructional” to programs annually... - YES ♦ Change: “involve all stakeholders...” to “encourage stakeholder participation and feedback” – YES ♦ Remove: “Review programs on an ongoing...” YES
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ACTION ITEM	**John will put out call to fill one faculty position missing from PR committee membership
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CONCLUSION	Motion to approve by Leroy, seconded by Maureen– PR Governance Handbook page update - approved
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4. Information/Discussion Item(s)

4.1 Progress on Program Review Cycle 4

INFORMATION	<p>Update from Marne and Jesus regarding program review/Campus Labs</p> <ul style="list-style-type: none">♦ progress based on feedback and data coaching sessions♦ templates released on September 20th♦ Data released on September 25th♦ Campus Labs training and 5 data coaching sessions so far<ul style="list-style-type: none">○ very good attendance across all programs – classified, deans, program chairs○ positive feedback from attendees○ Campus Labs for PR is being generally well-received○ More understandable way to do PR♦ Challenges identified:<ul style="list-style-type: none">○ More time was needed for handouts – better preparation○ Several key PR writers didn't come to the trainings<ul style="list-style-type: none">▪ Suggestion: reach out to the program chairs regarding attendance○ Coaching sessions need to be longer – this is a challenge<ul style="list-style-type: none">▪ Suggestion: increase the time or break the session content down – more sessions○ LMI-related activities require much more time<ul style="list-style-type: none">▪ Need more input from Instructional Services▪ Waiting for response from VPI♦ Marne and Jesus will send out reminders regarding the upcoming October 25th<ul style="list-style-type: none">○ Invite writers to attend♦ Secure Mark Nesbitt for November 1st session<ul style="list-style-type: none">○ To provide Admin Services support for this session
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4.2 Review PR Feedback Form & Rubric

INFORMATION	Tabled to next meeting
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4.3 Review PR Procedures & Guidelines Manual

INFORMATION	Tabled to next meeting
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5. Adjournment: Meeting adjourned at 5:09 PM

Next Meeting: Monday, November 18, 2019 at 3:30-5:00 PM - ECC Rm 121

Minutes submitted by: [Debi King](#) **Minutes approved:** *By committee on 12/16/2019*