Mission San Diego 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 for Thursday, January 28, 2019   3:30 – 5:00 PM   ECC room 121

Members Present:	David Holden, Desiree Payne, Esther Matthews (Acting VPSS), Jessica Luedtke (co-chair), Jesus Rivas, John Bromma, Leroy Williams, Marne Foster (co-chair), Michelle Fischthal, Tim Pawlak, (1 Faculty Vacancy)
Members not Present:	Carol Wilkinson, Jackie Sabanos, Maureen Rubalcaba
Guests:	

AGENDA

1. Call to Order 3:35 PM

2. Review Agenda, Approval of Minutes, Action Items

2.1 Approval of Agenda

CONCLUSION	Unanimously approved by committee

2.2 Approval of December 6, 2018 Minutes

CONCLUSION	Minutes approved by committee

3. Information/Discussion Item(s)

3.1 Review of the 2018/19 integrated planning processes (program review, strategic planning, & resource allocation) - Jesus

DISCUSSION	JR gave an update on fall integrated planning /program review. It covered the breakdown of the participation: committees, programs and departments that participated; to feedback survey participation and number of resources requests per committee. 3.1.1 2018/19 PR/AR Form A Feedback Report Template JR presented the drat Program Review Feedback Report to PRC. After much discussion PRC unanimously approved the format and information items as presented. PRC will update Form A Program Review Feedback Report form after careful review of survey results from PR/AR Writers so their feedback can inform changes. It was noted that there are more feedback reports this year and PRC should consider refining reports/survey names to more precisely reflect the function of said report so that audiences are clear as to which report PRC is referring to. (e.g. Program Review Writers Feedback Survey could change to "Program Review Process Improvement Survey") - When feedback goes out to writers, in addition to thanking them, it needs to highlight upcoming workshops to help them refine for next year. - PRC will include sample "well developed" responses as examples for PR/AR Writers and the rubrics that will be used to provide feedback for next year. 3.1.2 Form A Assessment – PRC Scoring Inconsistencies Some outliers/inconsistencies were suspected to have come from testing errors. PRC voted to address the few/minor inconsistencies per JR recommendation. 3.1.3 Confirm format of final Prioritization List to EGC JR presented the prioritization list to be presented to EGC. The format lists program, items and their rank from 1 to total number of items. Currently, each committee will have 3 minutes to present their prioritized list to EGC at the February 13th mtg. In the interest of time, JL will reach out to the committee chairs and offer to present their prioritized lists to EGC for a total of a 5-minute information item. JL will also include any additional information the committee wants EGC to know about their experience or decisions. A couple of members noted that while the prioritization process included training and support for participants, the actual process of ranking/prioritizing was involved and stretched participants

	with short turnaround. PRC will discuss further once prioritization feedback survey is administered and results are collected. PRC approved prioritization list format with the following recommendations:
	- Prior to EGC meeting, clear communication goes out to Committee Chairs and Program/Administrative Review Participants that the purpose of the EGC presentation is to report out and share outcomes of committee prioritization as an information item only. - After lists have been shared at EGC, a spreadsheet of all information will be forwarded to the Management team to identify funding sources, then sent to President Turner-Cortez for final decision. 3.1.4 2018/19 PR/AR Writer Feedback Results These results still need to be finalized and packaged; in the interest of time, the results will be presented at the next PRC meeting.
Action Item	When feedback goes out to writers, in addition to thanking them, it needs to highlight upcoming workshops to help them refine for next year. PRC will include sample "well developed" responses as examples for PR/AR Writers and the rubrics that will be used to provide feedback for next year.

3.2 Spring Communications (Feedback Survey, Form A Feedback Reports, Strategic Planning Reminder) – Marne

DISCUSSION	This discussion was tabled until the next meeting where the final feedback and survey reports will be presented.
Action Item	none

3.3 Committee Resource Prioritization Feedback Survey draft review- Jessica

Discussion	JL distributed a draft of the survey and highlighted timeline, email invitation and survey instrument.
Action Item	Due to time, JL will follow-up with PRC for edits via email prior to distribution to prioritization committees.

3.4 Resource Request Template Build in Campus Labs –Jessica

Discussion	JL shared about the meeting JL, JR & MRF had with campus labs to explore the feasibility of using their planning tool/feature to enter resource requests. This would better link budget to planning, streamline process for participants, especially focus program review on its main purpose - program review, improvement, and to inform planning. JL will add discussion to the PIE Committee agenda and bring back their thoughts to PRC.
Action Item	None

3.5 Program Review System (February 4th Program Review Module Presentation)- Jessica & Marne

Discussion	Tabled
Action Item	JL will send out an email to PRIE and PRC to invite to upcoming meeting with Campus Labs on February 4th to review the Program Review Module Presentation.

4. Adjournment: Meeting adjourned at 5:00 PM

Next Meeting: February 25, 2019   3:30– 5:00 in PDC 106

Minutes submitted by: Marne Foster   **Minutes approved:**   *approved by committee on 2/26/19*