

Present: Daphne Dionisio (Chair), Meg Chil-Gevorkyan (CSEA), Justin Smith (Proxy for Julie Gamberg) (Guild), Ed Karpp (Administration), Beth Kronbeck (Resource), John Leland (Joint Faculty), Jill Lewis (Manager/Confidential), Rosemarie Shamieh (Joint Faculty), Frankie Strong (CSEA)

Absent: Martin Chino (ASGCC), Vahram Khachikyan (AASGCC)

Guest: Connie Lantz

Quorum: 8/10

Call to Order: The meeting was called to order by Daphne Dionisio at approximately 1:30 p.m.

I. Announcements

a. Program Review Committee Membership

- i. Connie Lantz will be joining the Program Review Committee as a long-term guest.
- ii. John Leland has been appointed to the committee as the new Joint Faculty Rep.
- iii. Justin Smith will be attending the Program Review Committee Meetings as a long-term proxy for Julie Gamberg.

b. Program Review Website

- i. The Program Review Website has been updated with current committee membership and a page for agenda, minutes, and supporting documents

[ACCJC Standard I.B.1 dialog about institutional effectiveness and improvement

ACCJC Standard IV.A.6 processes for decision-making and resulting decisions are documented and widely communicated across the institution]

c. Governance Committee Survey

- i. The Program Review committee will need to review and submit a Governance survey. It is available on the Program Review website and will be discussed at the next meeting.

[ACCJC Standard I.B.1 dialog about institutional effectiveness and improvement]

II. Approval of Minutes

- ***It was MSC (Strong/Shamieh) that the Minutes from September 20, 2016 be approved without changes.***

Old Business:

III. Update on 2016-2017 Cycle

- a. This will be a recurring item on the Agenda so we can continually get information on how things are changing.
- b. Jill Lewis sent notice out to various Administrative, Instructional, and Student Support units informing them that everything is available and that the deadline is November 10, 2016.
 - i. There are currently no submissions.
- c. A Validation Session will be scheduled for November (after the deadline) so that the committee can look at submissions and validate together.
 - i. The committee will do multi-hour sessions where anyone available can drop in to assist with validations.
 - ii. Training and Norming will be reviewed at the next meeting.
 - iii. First pass of all the submitted Program Reviews will be held after the training/norming review.
 1. At the conclusion, any Program Reviews that are questionable and have not been validated will be returned to the unit.
 2. Another group session will be held in January to review any Program Reviews that need follow-up.
 - iv. A concern was brought up that there are missing courses in SLOs. Ed Karpp will look into this.

IV. Improvements to Program Review (form, process, and database)

[From ACCJC Rubric for Evaluating Institutional Effectiveness, Appendix B, Part I: Program Review

The institution reviews and refines its program review processes to improve institutional effectiveness

There is investigative dialogue about what data or process should be used for program review

There is exploration of program review models by various departments or individuals.

- a. There have been gradual improvements.
- b. It was noted that people commonly have problems with the last section which asks them to link to the EMP.
 - i. Planning is revising the EMP into an Institutional Master Plan with the idea of reducing the amount of reference points so it's not as overwhelming. This will hopefully help individuals link better to the different goals of the Master Plan.
 - ii. It was suggested that when validating this section the committee be little more lenient.
- c. Technical Issues:
 - i. There were reports that ILO drop down is not working for some users. Internet Explorer on a Windows PC?
 - ii. There is an issue with some out of date courses being displayed and courses not being listed which should have been.
 - iii. It was suggested that a link be available on the page that a user could click on to notify Ed Karpp of any Technical Issues.
- d. It was requested that information that is already captured in Learning Outcomes database feed into the Program Review database so that users do not need to duplicate entries.
- e. "Describe the Course's Assessment Cycle"
 - i. This can perhaps be standardized and then deleted next year.
- f. "Defining the Mission of Your Program"
 - i. There was a question as to whether every area should develop a mission statement or is it okay to copy and paste their PLO?
 - ii. Every Department or Unit should write a Mission. There perhaps needs to be guidance on how to write a Mission Statement.
- g. Benchmarking and allowing areas to compare their program's performance to their peers would be a good improvement.

[ACCJC Standard I.B.4 use of data]
- h. Benchmarking in context to Resource Requests would also be a good improvement. Either as part of the table or a link to where they can see the data.
- i. Redundancy in relating SLOs to ILOs (happens in both PR and LO database).
- j. It was suggested that we get feedback from Chairs as to whether or not those Divisions that have multiple Departments be able to submit an overarching Program Review. It would not be mandatory but the option should be there.
- k. Change the verbiage of Section F. Funded Resource Request so it is more explanatory.
 - i. Is it possible to have a link to CHAC and IHAC Requests that were funded?
- l. When someone is updating a Program Review they should leave the old information and type the new information in all caps.
- m. College may be getting a commercial database for both PR and learning outcomes.

[ACCJC Standard I.B.4 use of data, ACCJC Standard I.C.3 documented assessment]

 - i. This would allow learning outcomes data to be viewable while completing program review.
 - ii. Alternatively, PR could update to version 15 of Filemaker Pro and provide link summary tables and data visualization of performance metrics and learning outcomes data

New Business:

- V. Committee Resource Membership
 - a. The Faculty Coordinators of the C&I and Learning Outcomes Committees have requested to be added as non-voting resources.
 - ***It was MSC (Chil-Gevorkyan/Leland) to add the Faculty Coordinators of C&I and the Learning Outcomes Committee to the Program Review Committee as Non-Voting Resources.***
- VI. Schedule Group Validation Sessions for the 2016-2017 Cycle
 - a. Dates and times for Validation Sessions in November and January will be selected at the next Program Review Meeting.
- VII. Validation Training & Norming
 - a. Training & Norming will be done at the next Program Review Meeting.
 - b. The committee will discuss recruiting for Validation at the next meeting.
 - c. The Committee will also review examples of good Program Reviews.

- VIII. Validation Rubrics 2016-2017 Cycle – Improvements to 2014-2017 Rubric?
- a. The Committee reviewed a simplified Rubric for the 2016-17 cycle.
 - i. The Rubric is available on the Program Review Website.
 - ii. A request was made to enlarge the cells so that comments could be added.
 - iii. It was suggested that each submitter submit a self-check list prior to submission.

Meeting Adjourned at approximately 2:30 p.m.

Next Meeting: November 15, 2016

Minutes Recorded by: G. Lui