

# MINUTES

November 21, 2017 1:30PM AD121

## PROGRAM REVIEW COMMITTEE

Present: Daphne Dionisio (Chair), Tatiana Avedisian (ASGCC), Meg Chil-Gevorkyan (CSEA), Julie Gamberg (Guild), Ed Karpp (Administration), Beth Kronbeck (Resource), John Leland (Joint Faculty), Piper Rooney (Senate), Rosemarie Shamieh (Joint Faculty)

Absent: Rolan Issac (ASGCC), Sarah McLemore (Resource), Ricroasha Thomas (CSEA), Linda Welz (Resource), Yvette Ybarra (Resource)

Guest:

Quorum: 8/10

Call to Order: The meeting was called to order by Daphne Dionisio at 1:33 p.m.

- I. Announcements  
The committee may be needing a replacement CSEA representative.
- II. Approval of Minutes
  - a. The Minutes from the October 17, 2017 Program Review meeting were reviewed.
    - ***It was MSC (Gamberg/Chil-Gevorkyan) that the Minutes from October 17, 2017 be approved.***

Old Business:

- III. Support to Departments
  - a. personal check-ins with those due for a Full Review – issues?
    - i. Beth informed the group that eLumen has two sections where the textboxes don't require responses (i.e. Attach Evidence of Dialog and Improvement Plan section) and that the data dashboards for instructional departments can be exported as PDF or image. Rosemarie noted that only one of her department assignments accepted an in-person meeting for help. John and Daphne described the excellent work done by Stacy Jazan for the Foreign Languages department's program review. John will send it to some departments in the Physical Sciences division as a model of a great program review. Meg confirmed that student services and administrative services departments due for optional Update will still need to annually enter their service contact data in the Department Data table. Nearly all of Julie's departments want to meet with her for help. She remarked that it will be a new endeavor for them to be reflective about their program reviews. They have many department chairs that are adjuncts and aren't compensated for work on program review. Ancillary Activities funds should be pursued. Ed stated that the college just got Strong Workforce funds for looking at data and this could be used to compensate CTE faculty. Linda informed the group that Citrus College designates an in-service day for all departments to collaborate on and submit their program review. Piper mentioned that Institute Day might be an opportunity for something similar.
  - b. targeted and preemptive support to certain departments – issues?

New Business:

- IV. PRValidators email list for team communication during validation work
  - a. If the validation team has any questions, they can call Daphne.
- V. Recording validation team feedback comments and decision
- VI. Overview of the remainder of 2017-2018 cycle, process, timeline
- VII. 2018-2019 cycle starts in mid-summer
  - a. in summer 2018, announce and provide hands-on work sessions as well as workshops on best habits; another work session could be offered in October before the submission deadline

Meeting Adjourned at 2:30 p.m.

Next Meeting: TBA

Minutes Recorded by: D. Dionisio