

ADOPTED

**MINUTES**

October 16, 2018 1:30PM AD121

**PROGRAM REVIEW COMMITTEE**

- Present: Daphne Dionisio (Chair), Serj Arsenian (Proxy for Michelle Garabetian) (ASGCC), Austin Kemie (CSEA), Arsen Garabekyan (ASGCC), Stacy Jazan (Senate), Beth Kronbeck (Joint Faculty), John Leland (Joint Faculty), Calvin Madlock (Resource), Nonah Maffit (CSEA), Francien Rohrbacher (Resource), Rosemarie Shamieh (Joint Faculty),
- Absent: Ed Karpp (Administration), Calvin Madlock (Resource), Yvette Ybarra (Resource)
- Quorum: 8/9
- Call to Order: The meeting was called to order by Daphne Dionisio at approximately 1:37 p.m
- Announcements:
- Approval of Minutes: The Minutes from the September 18, 2018 Program Review meeting were reviewed.  
 ➤ ***It was MSC (Jazan/Leland) that the Minutes from September 18, 2018 be approved without corrections.***
- Old Business:
- New Business:
- I. 2017-2018 Program Review Findings to be Reported at Master Planning Meeting
    - a. At November 9, 2018 Master Planning meeting, every vice president and instructional dean will report out 3-5 takeaways from their examination of last year's program review submissions for departments under their purview. These takeaways can be trends observed across departments, notable achievements, or areas of improvement. This information sharing contributes to evidence-based decision-making and continuous improvement by the governance committee with the broadest cross section of college leadership. Similarly, takeaways will be reported out by the Director of Facilities (or his designated proxy), Chief Information Systems Officer, and Dean of Library and Learning Support for last year's program review sections which are respective to each of their areas.
  - II. 2018-2019 Campus Awareness of Program Review
    - a. To increase awareness of what program review is: 1) an infographic was created and posted on the Program Review website and distributed to the email lists for each of the college's constituent groups, 2) presentations were made at the Instructional Managers & Division Chairs Retreat as well as the Adjunct Faculty meeting, and 3) the Program Review website was revised to make clearer the difference between what is needed for an Update Review versus annual Data, Dialog, and Documentation.
  - III. Data, Dialog, & Documentation Workshops
    - a. Various workshops on campus have been held to show people how to examine their departmental data in the Instructional Data Dashboard. Workshops have already been done for the English Division, Credit ESL Division, Language Arts Division, and the college in general. Upcoming workshops are scheduled specifically for Adjunct Faculty as well as the Garfield campus.
  - IV. Validation Q&A
    - a. The committee is set to begin validation work on November 2, 2018.
    - b. Discussion was opened up to committee members to discuss their experiences in readying for validation work.
    - c. The committee was reminded that department's program reviews and resource requests need to be reviewed by the dean or vice president they directly report to. If a department chair asks how to get approval, they can make a PDF of their program review and email it.
    - d. It was recommended that in the future, there be an initial deadline for submitters followed by a different deadline for dean and vice presidential review.

- e. While this review of resource requests by deans and vice presidents before the validation period is unprecedented and a considerable improvement to the program review process, it creates a substantial amount of extra work for the Office of Research & Planning.
  - f. The committee reviewed the master list of departments due for Full Review and the lead member of each validation team reported out the status of each department.
  - g. The committee members were asked to email Daphne after they have completed validation work to notify her of which departments received validation and which were not. This email will need to include the language as to why the department did not receive validation. This language will be provided to the relevant departments. As usual, in the weeks after the deadline, the Office of Research & Planning will attempt to support-to-completion, any departments that did not achieve validated status.
- V. Governance Committee Survey
- a. This survey will be reviewed and completed at the next meeting.

Meeting Adjourned at 2:30 p.m.

Next Meeting: November 20, 2018

Minutes Recorded by: G. Lui, Administrative Assistant III Confidential  
D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness