

ADOPTED

**MINUTES**

December 3, 2018 noon-1PM AD121

**PROGRAM REVIEW COMMITTEE**

- Present: Daphne Dionisio (Chair/Manager), Arsen Garabekyan (ASGCC), Michelle Garabetian (ASGCC), Stacy Jazan (Senate), Ed Karpp (Administration), Austin Kemie (CSEA), Beth Kronbeck (Joint Faculty), John Leland (Joint Faculty), Calvin Madlock (Resource), Nonah Maffit (CSEA), Francien Rohrbacher (Resource)
- Absent: Rosemarie Shamieh (Joint Faculty), Yvette Ybarra (Resource)
- Quorum: 8/9
- Call to Order: The meeting was called to order by Daphne Dionisio at approximately 12 p.m
- Announcements:
- Approval of Minutes: The Minutes from the October 16, 2018 Program Review meeting were reviewed.  
 ➤ ***It was MSC (Maffit/Garabetian) that the Minutes from October 16, 2018 be approved without corrections.***
- Old Business:
- New Business:
- I. eLumen Department Linkage to Learning Outcomes
    - a. Departments are not required to display linkage between their linkage matrix strategic plan action items and learning outcomes; it is a function that departments can choose to use if they want to. In three instances, the college has reasons to use a singular program review to combine more than one discipline (i.e. Foreign Languages, Culinary Arts/HRM, and Geology/Oceanography) but eLumen is unable to display *course level* learning outcomes for the constituent departments for the purpose of displaying linkage. eLumen instead can display learning outcomes that are common to the constituent departments (e.g. program level or institution level learning outcomes). The committee was in consensus that in instances where multiple departments report within a singular program review, each department can use any commonly-shared level of learning outcomes if they opt to display linkage between action items and learning outcomes.
  - II. Master Planning Committee Review of College Mission
    - a. At the last Master Planning Committee meeting, the college's mission statement was reviewed and retained with no suggestions for changes. The Program Review Committee reviewed the that mission statement and noted the ways in which the committee's work supports it.
  - III. Program Review Alignment with Institutional Master Plan
    - a. The committee did not have time to discuss this item.
  - IV. Validation Work Compensation
    - a. The Payroll department reports that faculty on the validation team should see their "stipend" for validation work on the January 2 paycheck. Classified staff on the validation team ought to see their pay sooner than that since it did not require board reporting.
  - V. Infographic on Resource Requests Evaluation & Decisions
    - a. To increase campus awareness of the processes and parties involved in resource request validation, ranking, and decision-making, an infographic explaining these was sent to the campus in November. A suggestion was made for the program review website's main page where hyperlinks to main page contents could be provided in the left navigate menu so that scrolling down isn't necessary and visitors can know main page contents at-a-glance.
  - VI. Suggestion from Data Dashboard Workshops
    - a. From the data dashboard workshops that were conducted by the Office of Research & Planning throughout the program review season, any suggestions for improvements to the

dashboard were noted. These included offering a more convenient way to compare department metrics to those of the college's average. (This is something that users can already do using the All Credit Programs dropdown menu option but this approach requires an extra step.)

VII. Data Dashboard Incorporation of Student Success Metrics

- a. Ed indicated that the program review dashboard could incorporate the Units Accumulation metric showing this indicator at the department level. Beth and John recommended that the dashboard not include this measure since multiple factors beyond the student's major could account for excessive unit accumulation (e.g. local degree requirements).

VIII. Equity Data at Master Planning Meeting in Spring 2019

- a. In Spring 2019, we will present findings from the program review instructional data dashboard regarding the departments that did not show equity gaps among student groups identified by the college overall as disproportionately impacted. Information will be shared on what best practices those departments are engaged in, best practices recommended by leadership from the Student Equity Committee, and there is a plan to cull successful practices from the Black Minds Matter literature.

IX. Governance Survey

- a. To evaluate its performance over the past year, the committee reviewed the draft responses to the Governance Survey and provided suggestions for changes.

**→It was MSC (Karpp/Kronbeck) that the Governance Survey responses be approved.**

Meeting Adjourned at 1 p.m.

Next Meeting: TBA

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