

ADOPTED

MINUTES

March 19, 2019 1:30pm AD121

PROGRAM REVIEW COMMITTEE

- Present: Daphne Dionisio (Chair/Manager), Leticia Estrada (guest), John Habib (ASGCC), Stacy Jazan (Senate), Ed Karpp (Administration), Beth Kronbeck (Guild), John Leland (Joint Faculty), Nonah Maffit (CSEA), Francien Rohrbacher (Resource), Cindy Salazar (ASGCC), Rosemarie Shamieh (Joint Faculty)
- Absent: Calvin Madlock, (Resource), Yvette Ybarra (Resource)
- Quorum: 10/10
- Call to Order: The meeting was called to order by Daphne Dionisio at approximately 1:40 p.m.
- Announcements: Introductions were made as three new committee members were present.
- Approval of Minutes: The Minutes from the February 19, 2019 Program Review meeting were reviewed.
 ➤ ***It was MSC (Kronbeck/Maffit) that the Minutes from February 19, 2019 be approved without corrections.***
- Old Business:
- New Business:
- I. Preparations & Schedule for 2019-2020 Program Review Cycle
 - a. The 3D (Data, Dialog, & Documentation) campaign involves asking all departments to review their data every year, discuss it, and document the dialog and outcomes. So far, it has worked well however, we are striving for departments to be inclusive in getting input from all department members. The committee was in consensus that instructional departments could be notified in May 2019 that the program review online form would be ready to accept new submissions on July 1 and that departments should be encouraged to include review and dialog of their dashboard data during any summer retreats. In the summer, Leticia, Nonah, and Daphne will begin reaching out to their assigned administrative services and student services departments to support completion of program reviews. At that time, Daphne will also prompt all non-instructional departments for their annual service data. The online form will close on November 1, 2019. Deans will be able to conduct their review of program reviews and resource request for three weeks. During the fourth week of November, validation team members can work with department chairs to incorporate and finalize suggestions from their deans. On December 1, the validation team will submit their final validation conclusions for assigned departments. In January 2020, Daphne will perform clean up and follow up on all resource requests. In Spring 2020, all resource requests will be compiled and sent to prioritization committees. These committees will provide their recommendations to the vice presidents. The budget calendar says that in June 2020, the Budget Committee funds "Must Do" items w/alternative funding. That calendar also indicates that the final budget will be adopted in September 2020.
 - II. Guidance & Best Practices for Program Review Process
 - a. The committee reviewed the definition of program review, its connection to accreditation, and the program review process followed at the college. The parts of the online form were examined while highlighting their alignment to official guidance from the statewide Academic Senate. The committee began discussing standard practices for program review nationwide at 4-year colleges but did not finish. There was a robust discussion about the resource allocation process at GCC and how it is a major area to focus on for improvement.

Meeting Adjourned at 2:30pm

Next Meeting: April 23, 2019

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