

**MINUTES**

September 17, 2019 1:30pm AD121

**PROGRAM REVIEW COMMITTEE**

- Present: Daphne Dionisio (Chair/Manager), Shant Hovagimian (ASGCC), Emily Rostami (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Rosemarie Shamieh (Joint Faculty), Stacy Jazan (Senate), Susie Chin (proxy for Beth Kronbeck) (Guild), Ed Karpp (Administration), Francien Rohrbacher (Resource)
- Absent: John Leland (Joint Faculty), Calvin Madlock, (Resource), Francien, Yvette Ybarra (Resource)
- Quorum: 9/10
- Call to Order: The meeting was called to order by Daphne Dionisio at 1:35 p.m.
- Announcements: Introductions were provided by each committee member.
- Approval of Minutes: The Minutes from the May 21, 2019 Program Review meeting were reviewed.  
 ➤ ***It was MSC (Jazan/Maffit) with one absention (Chin) that the Minutes from May 21, 2019 be approved without corrections.***
- Old Business: None.
- New Business:
- I. Election of Chair  
 The Program Review Committee nominated Daphne Dionisio as Chair for the 2019-2020 Academic Year.  
 ➤ ***It was MSC (Shamieh/Maffit) that Daphne Dionisio continue as Chair of the Program Review Committee for the 2019-2020 Academic Year.***
  - II. Review of Mission Statement  
 ➤ ***It was MSC (Jazan/Hovagimian) that the Program Review Mission Statement be revised to read:***  
*Program Review will develop effective processes, tools, validation, and guidance for all programmatic self-assessment at Glendale Community College. The self-assessment process will become the foundation upon which programs advocate for their needs in achieving educational excellence and student success.*  
  
*The product of validated self-assessment will provide fundamental information for college wide decision-making and resource allocation. Through a regular scanning of the internal and external environment, the program review process will continually improve and adjust to the changing needs of all college programs.*  
  
*Aligning the Program Review process with the college's Mission Statement, Institutional Master Plan, and the Standards for Accreditation will direct all assessment toward student learning.*
  - III. Making Public the Final Funding Decisions on Personnel & Non-Personnel Resource Requests  
 Up until now, decision makers only notify departments that have been approved for resource requests but departments that were not approved are not given any notification. The process has been very frustrating for those who have submitted requests because they are not informed about the outcome and do not know if they need to re-request the items.  
 For two and a half years, the Office of Research & Planning has been working to get a commitment for the public information-sharing of funding decisions by a certain date on the Budget calendar. The Budget Committee has agreed to publicly share the results of the decisions in two different online places: Human Resources webpage for Personnel Results and the Budget webpage for non-Personnel results. The date would be in September, right after the Board approves the Budget for the year. While this will not happen in time for the current cycle of

Program Review, it will most likely will happen next year. CHAC Personnel results have been finalized and are currently posted on the Program Review website.

#### IV. Validation Training

- a. Two-pager Guidance & Video
  - i. A two-pager of guidance on how to perform Program Review validation was previously distributed to validation team members.
- b. The committee reviewed the items that Departments will find most challenging.
- c. Proactive Support to Departments
  - i. One of the reasons we had such success last year with Departments getting validated was that the committee supported them right up to completion.
  - ii. Some members are proactively reviewing Department Program Reviews, seeing if there are issues that need to be addressed, and reporting out to Departments what the issues might be.
  - iii. As November 1, 2019 rolls around targeted emails will go out to Departments with specific guidance on their Program Review.
- d. Strategic Plan Linkage Matrix
  - i. Strategic Plan Linkage Matrix might be a complex section for some Departments.
    1. This is where Departments will enter their plans for improvements and submit their Resource Requests. A significant part of Program Review is for Departments to engage in Departmental level strategic planning. A demonstration was given on how Departments should be entering this section. For every Department Goal there needs to be at least one action item. Departments should indicate their level of progress toward their identified goals.
- e. Helping Departments with Resource Requests
  - i. Submitting Resource Requests is a two part process. Part One is to write the resource name, categorize it by type, and the click Save. Part Two involves submitting the longer online Resource Request Form. Departments are welcome to attach requests to an SLO but it is not required.
  - ii. The Committee reviewed the various forms for Personnel Request forms and Non-Personnel requests.
  - iii. It might be frustrating for some Departments that we are using two different systems: eLumen for the main Program Review and Google Forms for Resource Requests .
- f. Program Learning Outcomes
  - i. It is never okay to leave this section blank. If a Department does not know what their PLOs are and have not been assessing them, we want to show that they are working toward assessing them. Put Departments in touch with Yvette Ybarra or David Yamamoto to assist them with their PLOs.

#### V. Data Dashboard Workshops in September & October

- a. Announcements have gone out to Faculty that there will be workshops during the fourth weeks of September and October. There will be a workshop at Garfield as well.

Meeting Adjourned at 2:22pm

Next Meeting: October 15, 2019

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