

ADOPTED

MINUTES

February 18, 2020 1:30pm AD121

PROGRAM REVIEW COMMITTEE

- Present: Daphne Dionisio (Chair/Manager), Erika De Leon (ASGCC), Isabella Mardirossian (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Rosemarie Shamieh (Joint Faculty), John Leland (Joint Faculty), Stacy Jazan (Senate), Beth Kronbeck (Guild), Ed Karpp (Administration),
- Absent: Gordon Lui (Minutes Taker), Calvin Madlock, (Resource), Francien Rohrbacher (Resource), Yvette Ybarra (Resource)
- Quorum: 10/10
- Call to Order: The meeting was called to order by Daphne Dionisio at 1:30 p.m.
- Announcements: Erika De Leon and Isabella Mardirossian attended the meeting as the ASGCC representatives since the permanent ASGCC appointees are still being determined.
- Approval of Minutes: The Minutes from the November 19, 2019 Program Review meeting were reviewed.
 ➤ ***It was MSC (Maffit/Leland) that the Minutes from November 19, 2019 be approved without corrections.***
- Old Business: None.
- New Business:
- I. Sectional Reports & Master Planning
 The committee brainstormed ways to incorporate the content of departmental program reviews into college-level planning, decision-making, and actions. The committee had identified that this could be done by somehow sharing with the Master Planning Committee, salient information from the program review sectional reports. Over the next couple of meetings, the program review committee will discuss the sectional reports to identify common themes trending across depts as well as discuss instances when one department experiences a specific issue while other departments do not. **[ACCJC Standards I.A.2, I.A.3, I.B.1, I.B.5, I.B.7, I.B.8, I.B.9, IV.A.1]**
 - II. Budget Committee Proposal for Ranking Non-Personnel Requests
 This was an information item only. Shared with the committee, was the proposal from the budget committee which seeks to make the process for prioritizing resource requests more objective and which can strengthen the linkage between the college's identified annual priorities (e.g. annual goals of the master planning committee and instructional priorities of the academic affairs committee) and the resource requests. Over the next month, this proposal is being shared with the three prioritization committees and Senate for their input. **[ACCJC Standards I.A.2, I.A.3, I.B.7, I.B.8, I.B.9]**
 - III. Possible New Resource Request System
 This was an information item only. It was shared with the committee that Ed and Daphne may develop a new online system for submitting resource requests. Unlike the college's previous online system for program review, eLumen doesn't have functionality for that process. The intent would be to provide a system that makes it easier for departments to submit, edit, and track their resource requests. **[ACCJC Standard I.B.7]**
 - IV. Professional Development
 It was suggested that professional development should be provided to the college for how to engage in asynchronous dialog about program review (e.g. about departmental data) as well as for training in the completion of program review. **[ACCJC Standards III.A.8, III.A.14, III.C.4]**
 - V. Program Learning Outcomes
 Some instructional faculty on the committee expressed frustration with the inability to obtain from eLumen, their department's PLO assessment data. Also, as validators assisting other

departments with completing program review, they were frustrated in not being able to advise departments on how to adequately address the PLO question. It was suggested that the learning outcomes committee provide the college with guidance on: how to assess PLOs and the use of eLumen for PLO assessment and results tracking. The committee also discussed the need for input from the college's learning outcomes experts regarding how to include PLOs in departmental program reviews and how validators should validate departments' responses to the PLO question. **[ACCJC Standards I.A.2, I.B.1, I.B.2, I.B.4, I.B.5, I.B.6]**

- VI. Adding Other Box to Program Review Form
The committee was in consensus that the program review form should include an area where departments can report on any issues that are not already asked about in the form. **[ACCJC Standards I.B.5, I.B.7]**

- VII. Revising Language & Questions in the Program Review Form
This agenda item will be discussed at the next meeting since the committee ran out of time. **[ACCJC Standard I.B.7]**

Meeting Adjourned at 2:30pm

Next Meeting: March 17, 2020

Minutes Recorded by: D. Dionisio, Interim Program Manager I of Accreditation & Institutional Effectiveness