

MINUTES

November 17, 2020 1:30pm ZOOM# 8182401000

PROGRAM REVIEW COMMITTEE

Present: Daphne Dionisio (Chair), Tomas Aguirre (Joint Faculty), Meenelly Banoian (ASGCC Rep), Megan Ernst (Senate), Beth Kronbeck (Guild), Leticia Estrada (CSEA), Ed Karpp (Administration), Melissa Malandrakis (Proxy for Nonah Maffit) (CSEA), Rosabella Naldzhyan (ASGCC Rep), Francien Rohrbacher (Resource), Rosemarie Shamieh (Joint Faculty)

Absent: Calvin Madlock (Resource), Yvette Ybarra (Resource)

Guest: Stacy Jazan

Quorum: 9/10

Call to Order: Meeting called to order at: 1:30 p.m.

Announcements

Approval of Minutes: The Program Review Minutes from October 20, 2020 were reviewed.
It was MSC (Ernst/Shamieh) that the Minutes from October 20, 2020 were approved without corrections.

New Business:

- I. Staffing Section Question
 - a. At the last PRC meeting the committee wanted to get clarification from Ed Karpp whether questions could be consolidated/deleted in the staffing section.
 - i. Specifically: Are the skills of your current staff members meeting the needs of your area?
 1. Program Review wanted to change this so that it was not a yes/no answer.
 2. Should we be asking about the currency of Classified Staff?
 3. Is it the responsibility of the department to continuously update the skills of the staff?
 - a. The question is probably there for Staff Development to determine what is needed.
 - ii. This will be reviewed in the spring semester.
- II. Revising Language & Questions in Program Review Form
 - a. The document of Program Review questions was reviewed.
 - b. The committee previously reviewed and finished discussion on the questions in the Student Services and Administrative Services Program Review.
 - c. Department data is disaggregated into various student groups (e.g., by gender, ethnicity, etc.) to, "e.g. race, ethnicity, sex, and other target student populations."
 - d. There was discussion about the formatting of questions. Question will be in regular font with additional information bolded.
 - e. Allotted time for discussion ended.
 - i. Technology, Facilities, and Staffing has already been discussed.
 - ii. All that is left is finishing the questions about the data and getting to the language regarding Distance Ed.
 - iii. It was suggested that discussion can resume at the next meeting or perhaps a Task Force be formed.

- III. Input and Questions Regarding Supporting Departments (see FAQ)
 - a. The Committee reviewed the FAQ created by Rosemarie Shamieh.
 - b. Item 2: It was suggested that a line be included that Adjunct Faculty can apply for Flex by completing the individually planned activity form after consulting with their Division Chair.
 - c. FAQ 3: The Professional Online Dashboard Lesson needs to be created.
 - i. It was suggested that whenever a dashboard, lesson, report, etc. is mentioned that the link always be included.
 - d. FAQ 4: Do we have to have all our PLOs assessed to be fully considered for Resource Requests?
 - i. All PLOs do not have to be assessed but we do want to know what changes were made based on the assessments done.

- IV. Support to Departments and Validation
 - a. Group was asked if anyone assisting Departments with Validation needed help or had any questions.
 - b. In the past it was easier to see what was incomplete because there were empty spaces but now there is old data. Is there a way to ascertain if it was left blank intentionally?
 - i. Users can check for new date under data section.
 - c. The form asks for 2016-2017 data. The date listed cannot be changed. The required data is actually from 2019-2020 Data.
 - d. Deadline is December 1, 2020.

- V. Other
 - a. The Committee did not finish reviewing the PR Form Question or the FAQ.
 - i. A question was raised as to whether or not a smaller task force should be created during the winter break with findings and conclusions shared with the committee in spring?
 - 1. The committee discussed that it would be better to continue discussion in the spring as more things will pop up for the FAQ in spring..
 - ii. The New Program Review form will likely be put together in spring and go live in June/July 2021.
 - iii. Program Learning Outcomes was such a thorn in people's side, is it possible for the Learning Outcomes Committee to look at what is on the PR Form and send out guidance to those completing it?

Meeting Adjourned at 2:30 p.m.

Next Meeting: TBD

Minutes Recorded by: G. Lui