

MINUTES

March 15, 2022 1:30pm ZOOM# 8182401000

PROGRAM REVIEW COMMITTEE

Present: Stacy Jazan (Co-Chair & Senate), Daphne Dionisio (Co-Chair & Administrator), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Tomas Aguirre (Joint Faculty), Rosemarie Shamieh (Joint Faculty), Beth Kronbeck (Guild), Ed Karpp (Administration)

Absent: Shayan Koshkefi (ASGCC), David Saryan (ASGCC), Francien Rohrbacher (Resource), Yvette Ybarra (Resource)

Quorum: 7/9

Call to Order: Meeting called to order at: 1:35 p.m.

Review of Minutes: The Program Review Minutes from November 16, 2021, were reviewed.

It was MSC (Shamieh/Maffit) that the Minutes from November 16, 2021, were approved without corrections.

New Business:

- I. 2021 Program Review Completion Results & Observations for Improvement
 - a. 90% Administrative Services departments, 100% Student Services departments, and 100% Instructional departments for an Overall Completion Rate of 97%. It should be noted that the only incomplete occurred due to an Administrative Services administrator vacating their position.
 - b. Observations from 2021 validators: To reduce the intense workload of supporting departments with their program reviews in fall semester, the non-instructional departments could submit their data or program reviews in summer. During one-on-one support appointments revealed that a considerable number of faculty do not feel the need to address equity gaps. Our committee's inclusion of examples of "action items for improvement" on the program review form were very successful at assisting departments in developing their strategic plans for improvement. Many departments created their own folders in the eLumen document library and this interfered with our ability to quickly scan the document library to identify which departments still needed to submit data dialog documentation. Sending frequent reminders for data dialog documentation to departments that were missing them was highly successful and we consequently have a lot of documentation of departmental dialog about data findings. However, sending the reminders, and receiving and archiving the documents took a shocking amount of time and work. We also had departments email us a zoom link to their zoom meeting recording as evidence of data dialog. There were suggestions for using Canvas to collect data dialog documents from faculty. It was suggested that a task force develop this by using "assignment" functionality where departments could easily upload their documents and reminders could easily be sent. For managers or coordinators who are new to program review, we will need to be more conscientious about reaching out to extend help and guidance.
- II. Current Prioritization – accelerated and objective
 - a. Dr. Culpepper announced that Budget Prioritization would happen more quickly this year. Recall also that the process of resource request prioritization is using a more objective approach where voting members of the prioritization committees indicate which strategic planning Annual Goals and Instructional Priorities each request supports and the committees' resulting prioritization recommendations are determined by the degree to which each request links to the College's strategic priorities. Requests rated as having more linkage, will be prioritized higher. The committee looked at the online form. As for

ensuring department heads are made aware of final decisions on resource requests, at a recent IPCC meeting, Dr. Culpepper had committed to providing information on what gets funded.

III. PLO Section of Program Review Document Committee

After several years of only being able to supply “blurbs” of PLO work yet to be done in order to complete the PLO section of the Program Review document in eLumen, programs completing their full review in fall 2022 will finally be able to include meaningful information from PLO summary reports generated from eLumen. Yvette Ybarra held a “PLO Assessment Day” on February 11 (during Winter intersession) to teach faculty members how to analyze their PLO summary reports disaggregated for programs, ethnicity, and mode of delivery. Additionally, Yvette will hold 2 more PLO workshops in the Spring semester: April 8 to teach faculty how to do curriculum mapping for SLOs to PLOs in eLumen and how to run PLO summary reports; and May 20 to teach how to create plans and make changes in eLumen. It was also noted that the ILO (Institutional Learning Outcomes) task force met several times over winter intersession and the ILOs will be ready for review and approval by divisions, the Academic Senate, and other stake holders in spring 2022.

IV. 2022 Program Review Timeline and Preparations

The 2022 timeline will be the same as last year except will no longer require a week for validators to help departments incorporate supervisor feedback into the program reviews.

V. Improving Awareness of Resource Request Process & Outcomes

The Budget Committee had agreed to post the final decision results of resource requests at the Budget website. A process has been identified for posting approved personnel positions. A process is still being determined for how to post approved non-personnel requests. The committee discussed options for how to increase awareness of the resource request process. Workshops, ask department heads to explain it to their staff, infographic, presentation at faculty meeting (e.g. October Faculty Meeting).

VI. Redesign Form: new ACCJC Standards, LOs, Equity, Loop-Closing Outcomes, and Innovation

Meeting time ran out before this agenda item could be discussed.

VII. Other

Meeting Adjourned at 2:30 p.m.

Next Meeting: May 17, 2022

Minutes Recorded by: Gordon Lui & Daphne Dionisio