**Program Review Committee
Minutes for September 23, 2021**
2:30pm-3:45pm
Zoom

Meeting Participants

Committee Members Present

Laura Adams, Greg Aycock (co-chair), Araceli Covarrubias, Ashlee Johnson, Starlene Justice, Dominique Hitchcock, Caroline Hutchings, Jason Parks, Tim Russell (co-chair), Kaneesha Tarrant, Jose Vela and Caitlin Welch.

Committee Members Not Present

Michael Collins, Joseph Deguzman, Samuel Lee and Paul VanHulle.

Guests

Tricia Hodawanus

Recorder

Charise Allingham

1. Call to Order

- 2:33pm

1.1 Welcome Back

Dr. Russell welcomed the committee to the new year.
Confirmed committee membership with present members.
New members include Dominique Hitchcock and Caroline Hutchings.

2. Action Items

2.1 Approval of Agenda

- MSC (Laura Adams / Starlene Justice)

2.1 Conclusion

- Approved by consensus

2.2 Approval of May 27, 2021 Minutes

- MSC (Starlene Justice / Ashlee Johnson)

2.2 Conclusion

- Approved by consensus

3. Discussion Item

3.1 Improvements and Suggestions to Program Review Going Forward

A list of proposed suggestions and improvements to the Program Review process and platform (Nuventive) was shared with the committee. Overview of suggestions and improvements requested including:

- Add submit button for Review sections to indicate review is complete.

- Need to clarify Assessment sections, make sure to ask for % of mapping to align with the rubric. (Add question on Assessment Review Section 2: Mapping Status that asks for percent)

  - Should we add a question that says is the percent reported here different than on the dashboard and why? There are some discipline's that do not have an ADT or CTE program. There is not an awareness that programs may be part of PLOs in other programs or that they are part of AOEs or GE

- Add section for screenshots or to upload evidence to Assessment Review Section.

  - Need to change from Text Only to Rich Text

- Rubric Review Score dashboard needs to be updated to remove N/A choice from denominator so overall score is correct.

  - Already updated

- Are the comments under Assessment Review, Section 2, Mapping Status correct - Can Instructional Units access their assessment unit from within the PR platform and complete? Comments are correct but if you don't have a program you will be unable to access any PLOs except for GELOs. In the new platform this should be addressed.

  - Authors who do not have programs (ADTs) have a hard time responding to Assessment Review Sections 2, 3 or 4. There is a lack of understanding by faculty of their inclusion in AOE degrees and the GE as programs. Need to address this before next cycle in Spring 2024.

- In Student Services program review under Assessment Review Q#3 seems to be a repeat of Program Review Pt 1 that has them choose EMP Goals with which to align.

  - Delete #3 or should we replace with another Q?

- Nuventive Honors unit- Data Review images not displaying correctly.

  - Apple uploads were not displaying correctly. Reported to Nuventive and awaiting response.

- Separate ITEM: Technology so items can be pulled separately from the other ITEM requests.

- Add process for technology Items to Detailed Program Review Process when it is clarified as it is not in the detailed process for resource allocation in the SPGM (Chapter 9)

- Goal 1 (Access) and Goal 2 (Success) are difficult to not intertwine when making plans.

  - Multiple plans and strategies get jumbled when having to group by EMP Goal

- Administrative/ Student Services program reviews section of "Information/Publication Review" requested information was not clear. This created an issue on how to score. Example: Some units only listed out their publications and documents but didn't identify when each was last updated.

- o Need to provide clarification to provide when/ if publications/information items are being updated regularly.

Committee suggestions:

- Recommendation to incorporate Equity questions submitted prior to the last program review.
  - o Unable to add to platform for previous Program Review due to short timeline.
- Connect Equity questions to Professional Development needs, this would be a valuable tool that can be used to invest in Professional Development that is desirable.
  - o Equity Self-reflection and assessment done on a yearly basis.
  - o Equity section not scored.
  - o ACCJC is focusing on equity and innovation in accreditation.
    - Conversations at the other colleges include incorporating equity questions in program review
  - o Equity in accreditation and program review proposed as a future agenda topic.
- Creating program goals not clearly delineated under EMP Goals. The process felt reversed.
- Data used for resource allocation at the council level does not align with data used/ provided in program review.
  - o Data used to support resource requests needs to be available/used by councils when ranking. Example: data/evidence put in program review by authors is not the same data used by APC when ranking faculty.
- Short window of time provided to submit program review was stressful and rushed the

  process. Be mindful of providing adequate time to complete program review in the future.
  - o Timing is important, make sure to schedule enough time for training, introduction to available data bases and to complete the Program Review Report.
  - o Platform is not intuitive and difficult to use.
  - o Request to provide more time for norming session to ensure equitable scoring.
- Request to use common language and process between Student Services, Instructional and Administrative units. This can help align trainings.
- Provide training for associate faculty and encourage participation for/to part-time faculty so they have the opportunity to obtain experience with the program review process.
  - o Make sure to intentionally include part-time faculty in communications
- Is the grading of program review necessary?
  - o Some colleges have units' present Program Review reports to the college community.
  - o Does anyone read the Program Review reports?
- Please use form to capture any more suggested improvements:
  - o [Program Review Feedback form](#)

3.1   Conclusion

Consensus to form program review workgroups/ subgroups to address above suggested improvements. Suggested workgroups/subgroups focus areas:

1. Nuventive
2. Equity
3. Training and Resources
4. Integration to Planning

Charge and deliverables to be drafted by workgroups/subgroups.

3.1 Follow-up Items	3.1 Task of	3.1 Due by
Draft and send out workgroup/subgroup interest email to committee members	Co-chairs	ASAP

3.2 Late Program Reviews

In the Spring it was decided to accept late program reviews and score in the Fall. Late program review resource requests will be included with the annual review.

- Volunteers were requested to score the late program reviews

3.3 Grievance Process

Overview of the grievance process and form was shared with the committee.

- [Program Review Grievance form](#)

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Post Grievance form on the website	Charise	ASAP

3.4 Annual Update

Tabled for future meeting

4. Good of the Order

- Committee thanked Dr. Russell for committing to the role of co-chair.
- Request from Institutional Effectiveness and Governess Council to agendize the Chancellors request to update program review time line-from 3 to 5 years to align with strategic plan. This is a district wide request.

5. Future Agenda Topics

- Annual Update
- Program Review Committee Charter
- Program Review workgroups
- Request to update Program review time-line to 5 years in order to align with Strategic Plan
- Equity in Accreditation and Program Review

6. Adjournment

- 3:45 pm

Next Meeting

Date: October 28, 2021
12:50- 1:50pm
Location: Zoom