



**Program Review Committee
Minutes for November 10, 2022**

2:30-3:45 pm

<https://rccd-edu.zoom.us/j/98178780219>

Meeting ID: 981 7878 0219

Meeting Participants

Committee Members Present, Quorum = 5 Faculty

Greg Aycock (co-chair), Caitlin Busso, Araceli Covarrubias, Joseph Deguzman, Vivian Harris, Ashlee Johnson, Lindsay Owens, Tim Russell (co-chair), and Kaneesha Tarrant.

Committee Members Not Present

Jason Parks, Dominique Hitchcock, Starlene Justice, and Paul VanHulle

Guests

Tricia Hodawanus

Recorder

Charise Allingham

1. Call to Order

- 2:33 pm

1.1 Welcome

2. Action Items

2.1 Approval of Agenda

- MSC (Vivian Harris/Ashlee Johnson)

2.1 Conclusion

- Approved by Consensus

2.2 Approval of October 27, 2022, Minutes

- MSC (Vivian Harris/Lindsay Owens)

2.2 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Recommendations for Improvement

Continued discussion about changes and edits for the next comprehensive program review.

3.1.a EMP Goal focus or Program Goal focus?

Very EMP goal centric, trying to find a program goal that fits into an EMP Goal.

- Do we want to flip the way we are currently discussing our goals in Program Review?
 - Suggestion to change focus on program goal as primary and link to the EMP goal(s) that support program goal.
 - Will program goals span more than one EMP goal?
 - Most likely yes, a suggestion to state the program goal and then choose from a drop-down the EMP goals that support.
 - More natural to think about program goals first and fit the EMP goals into plans.
 - Don't want to make a major change for faculty unless this is going to make the process better.
 - The idea is to make this the best process it can be and most impactful for requesting resources and documenting continuous improvements.
- Suggestion to mockup the change in Nuventive and bring it back to the first meeting in Spring.

3.1.b Committee Input from Departments

Feedback from departments on how to improve the Program Review process.

- Resource requests can be difficult to complete if a piece of equipment breaks and just needs to be replaced. Operational items -should they be part of program review?
 - Suggestion to use Assessment data to support operational items such as items needed to teach the course.
- Suggestion to collaborate with APC to discuss operational budgets and program review. When does it become necessary to request an operational item through a Resource Request?
- Resource requests are for operational items that cannot be afforded by operational budgets (big ticket items). Once a resource request is submitted the operational items requested become the responsibility of the area VP to fund by looking at other funding sources i.e., Lottery, Equity, etc.

3.2 Equity and Training Questions cont.

Is Program Review the correct place for this?

- Equity and Training questions should be addressed by all faculty and staff but only a few authors complete the program review.

How can we make a program review the correct place to answer the questions?

- Can change the questions to address the discipline/ department as a whole?
 - This would create the need to have discipline-wide meetings to get input from a majority of employees.
- Could we collaborate with Professional Development to gather data and put it on a dashboard? Don't know if data is collected or if housed in one place.
- Are these questions meant to go to adjunct faculty? How to gather everyone's voice?
- We need to find a way to report any kind of equity-related professional development activities. Program Review is the only place we can speak about our programs. There is a need to reflect on and document the 8 hours of equity-related training, part-time faculty get 3 hours of equity training.

- Suggestion to flip to a program goal focus and align to any of the equity plan objectives along with the EMP goals.

What are we trying to get out of these questions?

- Questions are intended to reflect on Equity training, to reflect on how it is being used to continuously improve the programs.
- Suggestion to write the questions in a more generic way to allow for more interpretation and provide help text with specific examples of what kind of Equity related issues to speak about
 - 'How have you engaged in any Equity or race-related activities that align with the Equity Plan?'
- Need to find how to gather the data of Equity related items people have participated in and aggregate it and provided it for the program review author to speak about.
- Should this be a new section form in the program review or added to an existing section?
 - Suggestion to create a new Equity section (form).
- Can the equity section be optional and not scored? Use it as a pilot study to see how it is used and how it can be designed to be more valuable to all.
- Suggestion to use the Equity section as a pilot study (don't score as part of the program review) This can help us learn how it is used and how it can be designed to be more valuable to all.

3.3 Resource Requests for Committees

What happens when a committee needs resources, how do they request funding?

- Suggestion that most committees have an administrative co-chair and can submit the committee's needs through the administrative program review.
 - This can work as long as departments are aware of the process, and requests are allocated appropriately.

4. Information Items

4.1 2022-23 Annual Update

The goal is still to open by the end of November, waiting on adding the 'Why' question to resource requests.

4.1.a Resource Request "Why" Question

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

- suggestion to provide help text

This is your opportunity to link your resource request to your evidence in the following sections Data Review, Assessment Review, Program Review Part 1, Part 2, and any other related outside source. Also, be sure to summarize your evidence so the connection can be easily understood by the reviewer.

4.2 Academic Senate Update

No report. The spring meeting modality will be emailed to the committee before the February meeting.

5. Good of the Order

- Have a happy Veteran's Day!

6. Adjournment

- 3:48 pm

Next Meeting

Date: February 23, 2023

Instruction Program Review Equity Prompts

The below Equity prompts can be used to formulate resource requests regarding equity and professional development.

1. What professional DEI + Anti-racism development trainings have you participated in completed in order to better support student learning? (What have you done)
2. What changes have those trainings lead you to make to address institution gaps? (How did you use it)
3. What additional professional DEI + Anti-racism development trainings do you seek to support equity and cultural competency in your program? (What are upcoming needs)

1. Have you completed professional development activities focusing on equity and antiracism?
 - If so, please check all that apply:
 - CORA
 - USC Alliance
 - Other courses
 - FLEX
 - RJTF
 - TLC
 - Other
2. Have you implemented what you learned in your work? Please explain.
3. Have you noticed a change in your students' experience due to the changes you made?
4. Do you plan to continue developing your equity and anti-racism competency?
 - If so, what type of professional development activities are you interested in accessing?

Draft- Resource Request 'Why' question

Please summarize how this request supports one or more EMP Goals, your program plans or goals, and/or is supported by outcomes assessment Data?

-suggestion to provide help text-

This is your opportunity to link your resource request to your evidence in the following sections Data Review, Assessment Review, Program Review Part 1, Part 2, and any other related outside source. Also be sure to summarize your evidence so the connection can be easily understood by the reviewer.