



Program Review Committee Minutes for February 23, 2022

2:30-3:45 pm

OC 116 or <https://rccd-edu.zoom.us/j/82868325735>

Meeting ID: 828 6832 5735

Meeting Participants

Committee Members Present

Greg Aycock (co-chair), Caitlin Busso, Araceli Covarrubias, Vivian Harris, Ashlee Johnson, Starlene Justice, Lindsay Owens, Tim Russell (co-chair), and Paul VanHulle.

Committee Members Not Present

Dominique Hitchcock, Jason Parks, Joseph Deguzman, and Kaneesha Tarrant.

Guests

Tricia Hodawanus, Sara Nafzgar, Lana Borissova, Timothy Mount

Recorder

Charise Allingham

1. Call to Order

- 2:30 pm

1.1 Welcome

Welcome to the first meeting of Spring 2023.

2. Action Items

2.1 Approval of Agenda

- MSC (Ashlee Jonson/Starlene Justice)

2.1 Conclusion

- Approved by Consensus

2.2 Approval of November 10, 2022, Minutes

- MSC (Ashlee Johnson/Vivian Harris)

2.2 Conclusion

- Approved by Consensus

3. Discussion Item

3.1 Program Goal Focus

Follow-up from the November meeting. Difficult to start with EMP goals to create Program/unit goals. Program/ Unit goals are primary and can connect to multiple EMP goals.

An example of the new Program Goal focus was shared in the new screens in Nuventive. The new screens allow users to map program goals to EMP goals at the objective level. Using the new screens will also allow users to map resource requests to Program Goals. An example of how the new screen will look in the comprehensive report was shared.

Questions/Comments:

- Will this replace other areas of the Program Review? Yes, it will replace Program Review Part 1.
- Add a 'description' to 'Program/Unit Goal'
- What evidence and resources will we be looking at when developing our goals? Are the goals program (ADT, Certificate) or discipline/ department goals? Can be both.
- Suggestion to add examples of goals and help text.
- Please share the new screens with departments for feedback.

3.1 Follow-up Items	2. Task of	3. Due by
Create an example unit in Nuventive to be shared with the committee. Include New Program Goals and Mapping screens.	Charise	ASAP
Create a visual of the new program goal and mapping screens that can be shared by email.	Charise	ASAP

3.2 Equity and Training Question Form

Examples of both Equity question option forms were shared in Nuventive.

Option 1:

1. Have members of your program/unit completed any professional development activities focused on equity and racism?
 - If so, what training, or trainings, did members of your program/unit take part in? (Please check all that apply)
 - CORA
 - USC Alliance
 - Other courses
 - FLEX
 - RJTF
 - TLC
 - Other
2. Did members of your program/unit implement any lessons or techniques learned from these trainings into the classroom or work environment? Please explain.
3. Have there been any notable changes as a result of these new implementations (i.e. student success, work performance, etc.)?
4. Do you plan to continue developing your program's/unit's equity and anti-racism competency?
 - If so, what type of professional development activities would best benefit your program/unit?

Questions/Comments:

- Option 1: questions can be answered by all entities of the college (instruction, student services, administrative units)
- Suggestion to change question one to 'Have **any** members.....'

Option 2:

1. What Equity or Anti-racism-related professional development trainings (in-person or online) have members of your program/unit participated in and completed in order to better support students learning? (What have you done
2. What changes have those trainings led you to make to address institutional gaps? (How did you use it)
3. What additional Equity or Anti-racism-related professional development trainings do you seek to support equity and cultural competency in your program/unit? (What are your upcoming needs)

Questions/ Comments:

- Option 2: questions are more instruction focused.
- We are continuing to revise the questions. One option can be adjusted to be used in all units or possibly have slightly different questions for Administration, Student Services, and Instruction.
- Should not be at the individual level/ do not add confidential information. Are we doing this to aid the equity teams?
- What time frame will the authors be answering questions for? The Equity form will be included in the comprehensive Program Review and will refer to the previous three years.
- Suggestion authors may only answer for themselves.
 - Suggestion to create a Microsoft form with finalized questions that department chairs/ managers can send out to all members of the discipline/department. This information can then be compiled and used to respond to the Equity questions when completing the disciplines/departments program review.
- How are we going to use this data?
 - Could be used as evidence for resource requests.
 - Are we doing this to aid the equity teams?
 - Equity questions should be shared with Equity groups on campus for feedback (DEI, Equity and Guided Pathways workgroups, Faculty Professional Development)
 - Initial idea was to start including equity in multiple sections of the program review, what are we doing and what do we need?
- Suggestion that discipline/departments should be encouraged to discuss program review as a group before completing.
- Should this reflect somehow on our retention/success rates? Already a question in the data review area.
- Will this area reflect on program review scores? The equity section would not be an area that will be scored.
- Suggestion to see if professional development completing data already exist that can be used to create a dashboard to help complete the questions. Look into Faculty Professional development, Cora and FLEX data.

3.2 Follow-up Items	Task of	Due by
Add Equity forms to the Nuventive example unit	Charise	ASAP
Committee members share with departments for feedback	Committee members	Next meeting
Co-chairs share questions with Equity groups for feedback	Co-chairs	Next meeting
Look into any existing professional development data bases.	Co-chairs	Next meeting

3.3 Resource Requests for Committees

Dr. Aycock will bring the idea to the management team for Committee resource requests to be included in the Committee's Administrators' Program Review. For committees that do not have an administrative co-chair, suggestions to submit on the departments overseeing administrative program review (e.g. TLC committee would submit through the Academic Affairs administrative program review)

3.4 Academic Senate Update

3.4.a In-person meetings

Starting March 1st all members must attend meetings in-person to be included in the quorum and to vote. There are two exceptions that allow members to attend virtually which can be used twice a year.

3.4.b Zoom options available for non-members

Non-members can be virtual but must request a zoom link ahead of time.

4. Information Items

4.1 2022-23 Annual Update

Annual updates are due March 30th at 11:59 pm.

Program Review Drop-In Hours:

- Monday, March 13th, 12-1 pm
- Monday, March 27th, 12-1 pm

Register in advance for one or both of these meetings:

- <https://rccd-edu.zoom.us/meeting/register/tZwvce-pqjlqE9zCuaY7yEqliBPimXzjycX2>

5. Good of the Order

- Lana Borissova is replacing Joseph Deguzman as a member of the committee.

6. Adjournment

- 3:40 pm

Next Meeting

Date: March 23, 2022