



**Program Review Committee
Minutes for October 22, 2020**

12:50-1:50 pm
Zoom

Meeting Participants

Committee Members Present

Laura Adams, Greg Aycock (co-chair), Araceli Covarrubias, Joseph Deguzman, Alexis Gray (co-chair), Ashlee Johnson, Starlene Justice, Samuel Lee, Christopher A. Lugo, Tim Russell, Jose Sentmanat, Kaneesha Tarrant, and Caitlin Welch.

Committee Members Not Present

Michael Collins, and Jason Parks.

Guest

Farshid Mirzaei

Recorder

Charise Allingham

1. Call to Order

- 12:53pm

1.1 Comments

Farshid is resigning from the committee but will be participating as a guest.

2. Action Items

2.1 Approval of Agenda

- MSC (Araceli Covarrubias/ Ashlee Johnson)

2.1 Conclusion

- Approved with corrections, 0 Abstentions

2.1 Corrections

2.1 Task of

2.1 Due by

2.1 Corrections	2.1 Task of	2.1 Due by
Add Discussion Item-Review Chapter 10 of the SPGM	Charise	Now

2.2 Approval of September 24, 2020 Minutes

- MSC (Laura Adams /Tim Russell)

2.2 Conclusion

- Approved with corrections, 0 Abstentions

2.2 Corrections	2.2 Task of	2.2 Due by
Add an 'l' to Russell	Charise	Now

3. Discussion Item

3.1 Cont. Reviewing Educational Master Plan (EMP) as Prompts (Goal 9- Goal 12)

Discussion on Goal 9 -12 of the EMP as Prompts.

Suggestion that it is important to include a dropdown or visual of all the objectives of each goal.

- Goal 9- (Workplace/Employees) Expand workforce to support comprehensive college and develop/sustain excellent workplace culture
 - This goal pertains more to Administrative Program Reviews.
 - Suggestion that Instructional Programs can align to Objective 9.6 when asking for new faculty.
- Goal 10- (Facilities) Build a comprehensive and inspiring campus integrated into the region that serves as a destination for education, commerce, life, and the arts.
 - This goal pertains more to Facilities.
 - Objective 10.4 and 10.10 pertain to Student Services, also.
 - Suggestion that Maker Space can be highlighted here because it can be a place for community.
- Goal 11- (Operations) Implement professional, intuitive, and technology enhanced-systems
 - This goal pertains more to Facilities.
- Goal 12- (Resources) Develop innovative and diversified resources to build and sustain a comprehensive college and achieve our visionary goals.
 - This is an operational goal- Suggestion that this is Business services related.
 - This is a good example of an area that can be checked N/A by many.
 - Question if we have a college level Budget Allocation Model (BAM) committee?
 - The BAM committee is at the district level, we communicate and discuss BAM at our BSPC-Business Services Planning Council
- Suggestion that we can highlight Program Reviews to show EMP alignment in the Regular Update (RU) especially when we are low on content. Suggestion to get the people responsible for the Program Reviews to submit the content for the RU.
- Are we going to make all the EMP prompts available to everyone and they will be able to choose N/A when applicable? Yes, that is the idea.
- The final shell within Nuventive will most likely be made during the winter session. We would like to send out a link to the committee to view and provide feedback. Because of the timing, this is not required just requested.
- February meeting will be devoted to the new shell in Nuventive.

- Suggestion to make sure we have clear instructions that explains that N/A is a choice. We will have written instructions and plan to make an instructional video. We will communicate widely- email, website, etc.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

Send out link to committee of the Nuventive shell when available.	Alexis Gray	When available
Provide feedback on new Nuventive shell (recommended not required)	Committee	Before February meeting

3.2 Review Previous Program Review Questions

Discussion on previous prompts, identifying which need to still be included.

Administrative Prior Prompts discussed:

- Mission- Do we need a question about the mission? Standard one of the accreditation standards wants us to connect our resource allocation to the mission.
 - Suggestion to align our EMP goals to the mission within Nuventive and remove this question. Assessment Committee may be able to help with this.
- Functions-
 - Not sure if we can have conditional branching with in Nuventive.
 - Should Functions be specific to Administration Program Reviews only?
 - Is there a place to describe the program besides this prompt? We need to guide the narrative.
 - Suggested Question-Please describe the major function of your unit?
 - Suggestion to have a word limit text box within Nuventive.
 - Suggestion to have a dropdown with functions to choose from. This may not be possible for the next Program Review but is a great suggestion for further building of the platform.
- SAO-Assessment-
 - SAOs are already being caught in meeting EMP goals- They are presented with the items that you list as evidence to comment on.
 - We already have a question that addresses assessment under each prompt. - How do your assessment data relate to this goal? This includes SOA and SLO assessment data.
 - Suggestion to use this prompt as an area to reflect on overall assessment.
 - Suggestion to have a text box. Worry that a text box will lead to a one sentence response.
- Goals-
 - Suggestion this is no longer necessary because of the alignment with the EMP goals.
 - Is there another place to list goals and activities not under an EMP goal?

Instructional-

- Prior Prompts are addressed in the new prompts and questions except:
 - Course outline of record- Will need a prompt specific to Instruction.

Assessment report Highlight-

- Suggestion to have Assessment Committee make suggestions for this section and send for e-vote.
 - Suggestion to use report in Nuventive to reflect on Programs. SLOs need to be mapped to PLOs for this suggestion to work.
 - The Assessment Committee is using this year to map as much as possible.
 - Suggestion to have Assessment Report Highlight as first Prompt.

Student Services Previous Prompts:

- Function of the unit is useful for Student Services.
- Request for Dr. Tarrant to think about and make sure nothing else specific to Student Services is missing. Will send template to Dr. Tarrant.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Assessment Committee make suggestions for Assessment Reports Highlight.	Ashlee Johnson and Greg Aycock	Before next PR meeting
Suggest any prompts needed for Student Services	Kaneesha Tarrant	ASAP

3.3 Data needed to support Program Reviews

Discussion on data needed to support the prompts in Program Review.

- Suggested data include: assessment data, student population data, resource data etc.
- Suggestion that prior efficiency data is not needed because it doesn't make sense for faculty to comment on.
 - Suggestion that efficiency could have a place in some prompts especially when trying to prove a need to hire new faculty.
 - Suggestion to look at proficiency, and waitlists.
 - Suggestion metrics for faculty hiring be embedded in Nuventive at some point in the future.
 - Suggestion we should be looking at the long term pieces that we will need for future Program Reviews including Guided Pathways data and ERP data that will be available. We will address this after we submit this Program Review.
- Request for Institutional Research to identify what kind of data can support each prompt.
- Request for committee to provide input for data sources that will or can support your Program Reviews and resource requests.

3.3 Follow-up Items	3.3 Task of	3.3 Due by
Send a wish list of data needed to support Prompts and Resource Requests to Greg Aycock. (Request not required)	All members of the committee	Next PR meeting

3.4 Meeting November 19th?

Discussion on communicating and voting via email instead of meeting November 19th or meet the first week in December. November meeting conflicts with Thanksgiving week and moving to the 19th conflicts with department meetings. Committee agrees to read and respond to emails in lieu of November/ December meeting.

3.5 Chapter 10 of the SPGM

Looked through Chapter 10- Program Review and Resource Allocation Procedure of the Strategic Planning and Governance Manual. We need to make a few changes and generalize the dates so it can serve as the procedure for the next five years.

- SPGM is for 5 years. Need to generalize and not be too specific. For example, explain that assessment will be integrated into the allocation of funds but not specifically how.
- We will send out an email with Chapter 10 of the SPGM to the committee for edits and comments.
 - You will be able to make comments/edits in the document and return to Charise to be included or use the provided link to make comments directly in the document on SharePoint.
 - Please make your comments/edits and return by Wednesday, October 28th.
 - We will send out the finalized Chapter 10 to be added to SPGM draft 2 on Thursday October 29th for an e-vote. Please check your email.

3.5 Follow-up Items	3.5 Task of	3.5 Due by
Send out Chapter 10- for comments and edits to the committee	Charise	Today
Make comments and edits to Chapter 10	Committee members	October 28 th
e-vote on final draft of Chapter 10 incorporating edits and comments to be added SPGM draft 2	Committee members	October 29 th

4. Information Items

4.1 Nuventive Update

Co-chairs from Program Review and Assessment met with Nuventive on October 14th.

- Alexis will be meeting with Paul soon to start building the new Program Review Shell in Nuventive.

5. Good of the Order

6. Future Agenda Topics

- New Nuventive Program Review Shell- February meeting

7. Adjournment

- 1:51 pm

Next Meeting

February 25th, 2021