



**Program Review Committee
Minutes for September 25, 2025**

2:30- 3:45 pm

Operations Center (OC) 116

Meeting Participants (13 members, Quorum: 5)

Committee Members Present

Hayley Ashby (co-chair), Quinton Bemiller, Svetlana Borissova, Rosalio Cedillo, Vivian Harris, Ashlee Johnson, Daniela McCarson, Lindsay Owens, Tim Russell (co-chair), Maile Takahashi (ASNC Rep), and Dana White.

Committee Members Not Present

Araceli Covarrubias and Starlene Justice.

Guest

Laura Adams

Recorder

Charise Allingham

1. Call to Order

- 2:31 pm

1.1 Comments from the Public

Welcome back!

2. Action Items

2.1 Approval of Agenda

- MSC (Dana White/Daniela McCarson)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of May 22, 2025, Minutes

- MSC (Dana White/Lindsay Owens)

2.2 Conclusion

- Approved by consensus.

2.3 Faculty Co-chair Nomination and Vote

- MSC (Daniela McCarson/ Dana White)

The committee nominated Tim Russell to continue as Faculty Chair for the next two years. No other members were nominated.

2.3 Conclusion

- Approved by consensus.

2.4 Program Goals Progression Prompts

- MSC (Vivian Harris/Rosalio Cedillo)
- The committee reviewed, discussed, and edited the program progression prompts. The final decision is to split the last question into two for clarity.
 - What progress have you made toward this goal?
 - How do you measure your progress?
 - Discuss your evidence/results.

2.4 Conclusion

- Approved by consensus

3. Discussion Item

3.1 Membership Review

The committee reviewed the current membership. The co-chairs will reach out to absent members and any areas that are not represented.

The committee updated some roles and had a discussion about how many representatives from each school and how many votes each receives.

3.2 Program Review Cycle-Draft Annual Update Checklist

3.2.a Comprehensive and Annual Update Alignment

The committee reviewed the draft annual update checklist that was developed to help guide program review authors when completing an annual update to ensure they are prompted to review each section.

The goal is to align with the strategic plan and move to a 5-year comprehensive plan. If we move to the 5-year plan, there will be a need to make sure annual updates are required to at least be reviewed; for now, the annual update is voluntary.

- The checklist would be reviewed each year.
- The intent of the checklist is to make the annual update process easy, which is an addition to the comprehensive report; it is an intentional reminder to look at specific sections to review if they need updates or changes.
- The draft checklist is focused on instruction. Please note that other areas, such as CTE, student services, and the administrative areas, will also need to be addressed and may have a different annual update checklist. This will be a college-wide annual update, not just instructional.
- Add faculty hiring review to the institutional program review checklist.

Suggestions and Discussion:

- Provide data in advance of annual updates, for example, Faculty hiring data beforehand to inform the need to request a new faculty hire.
- Consider being proactive in mirroring institutional goals and KPIs when creating questions and sections of the next comprehensive program review.
- The committee emphasized the importance of aligning institutional goals with area and program goals to ensure they support one another. Some suggestions to help promote this alignment included inserting program review topics in more college-wide

discussions and emphasizing this alignment in training. The intent is to make this process easy, which is an addition to the comprehensive reminders to look at specific sections to review if they need updates or changes.

- Suggestion that program review is an opportunity to address and bring awareness to other institutional area initiatives and programs to encourage progress, such as ZTC and OER.
- Suggestion to ensure that any added questions to the annual update are not formatted as required in Nuventive.
- Committee members were encouraged to communicate these updates to their respective departments and consider the impact of potentially moving to a five-year cycle, which would require annual updates.

This item will be included again on the next agenda.

4. Information Items

4.1 Nuventive Updates

- The new CPL form in Nuventive was reviewed, which included the requested conditional formatting feature that the college has needed from Nuventive for years.
- The mapping section also now has the ability to display check marks when chosen.

5. Good of the Order

- Please inform departments and areas that there will now be a place to report progress to program area goals during the annual update and discuss moving to a five-year comprehensive program review with a required annual update.

6. Future Agenda Topics

- Program Review 5 Year Cycle
- Data Needs for Annual Update
- Assessment and Annual Update Integration

7. Adjournment

- 3:45 pm

Next Meeting

Date: October 23, 2025

Draft Goal Progression Prompts

Do you have any updates to this goal?

How are you measuring progress, and to what do you attribute progress?

How do you know there is progress? (will help define their goal)

To what do you attribute the change?

What progress have you made towards this goal?

How do you measure your progress?

Discuss your evidence/results.

Draft Annual Update Checklist

- ☐ Data Review:
 - Note any significant change in success, retention, and completion rates, if any.
 -
- ☐ Goal Updates:
 - Address any updates to Program Goals.
 - This includes closing goals, or creating new goals (as necessary)
- ☐ Curriculum Check:
 - Have all courses been updated in the last four years?
 - If any are out of date, what is the plan/timeline to update curriculum outside of the four years?
- ☐ Assessment Check:
 - Are there any updates to Program Assessments (These updates can be made within the Assessment portion of the Nuventive Platform)
- ☐ Any updates to the Equity Section?
- ☐ Are there any updates to the Credit for Prior Learning (CPL)?
- ☐ Complete resource requests
 - Any new resource requests for this Program Review cycle?
 - Any Faculty hiring requests?