



**Program Review Committee
Minutes for March 26, 2026**

2:30- 3:45 pm

Operations Center (OC) 116

Meeting Participants (16 members, Quorum: 6)

Committee Members Present

Laura Adams, Quinton Bemiller (Zoom), Svetlana Borissova, Rosalio Cedillo, Sean Davis, Vivian Harris (Zoom), Starlene Justice, Lindsay Owens, Tim Russell (co-chair).

Committee Members Not Present

Hayley Ashby (co-chair), Rosio Becerra, Araceli Covarrubias, Ashlee Johnson, Daniela McCarson, Maile Takahashi (ASNC Rep), and Dana White.

Guest

Caitlin Busso and Cody Jenson

Recorder

Charise Allingham

1. Call to Order

- 2:33 pm
- Welcome new members, Rosio Becerra from Student Services, and Sean Davis from Counseling.

2. Action Items

2.1 Approval of Agenda

- MSC (Starlene Justice /Lindsay Owens)

2.1 Conclusion

- Approved by consensus.

2.2 Approval of February 26, Minutes

- MSC (Rosalio Cedillo /Lindsay Owens)

2.2 Conclusion

- Approved by consensus.

2.3 Accept the 2026-27 Annual Updates

- The list of units that submitted an annual update was shared. 31 units submitted an update, 123 new resource requests, and 4 faculty hiring requests (only 2 are completed).
- The committee moved to accept the 2026-27 annual updates. The reports will be posted on the website, and the resource requests will be forwarded to the VPs for each area to begin the prioritization process.

- MSC (Starlene Justice /Lindsay Owens)

2.3 Conclusion

- Approved by consensus.

3. Discussion Item

3.1 Program Review Evaluation Areas for Review

The committee reviewed the Program Review Evaluation Checklist for the Data Review and Reflections/Submissions sections, which were sent to the committee beforehand for completion, and discussed areas for improvement.

3.1.a Data Review

Questions to consider when reviewing:

- What do we think this section should be doing, and is it doing it?
- Should the data review section inform other sections of the program review (goals)?

Clarity and Context

- There is confusion about the relationship between the data story template and the prompts. It was clarified that the template serves as a resource to help model how to tell the data story rather than being a required step in the process.
- Suggestion to add help text to inform users to first examine their data to identify trends, then use the data story template as needed to help communicate these findings through the prompts.
- The prompts are lacking in explaining what may be leading to the trends. Does not provide an opportunity to explain the data trends.
- The prompts do not provide an opportunity to provide an explanation about program performance; should it be addressed in the goals section?
- Do we need to add prompts to other sections to provide links between the sections?
- Suggest that asking for an action plan encourages you to consider potential causes of the gaps. The prompts are reflection-based.
- Recommend adding help text indicating that any action plans should be converted into goals.

Equity-minded Data Analysis

- Help text needed to clarify the ask of the prompts
- Suggestion that one problem with equity work is that we look at equity gaps and don't think about how to address the issue, looking at data, not reflecting on the actions needed.
- It was discussed that the current structure successfully encourages multi-year trend analysis and review of equity gaps.
- Suggestion that while the template helps interpret data meaning, it could be improved to also suggest potential contributing factors to performance changes.
- Discussed the need for clarification around terms like "statistical significance" and "concerning trends" in the equity-minded data analysis prompts, or to consider revising the prompts.
- Suggestion to rephrase the questions to also encourage reflection and analysis of successes and not just gaps, encouraging an appreciative inquiry approach.

Alignment with institutional goals and priorities

- Suggestion to provide the goals, initiatives, Mission, Vision, and Core Commitment statements, and other college priorities while looking at the data to guide the analysis.
- Help text to review the provided college priorities when looking at the data and how it is impacting the program.

Evidence-Based reflection

- No opportunity to provide positive trends; the questions are a bit deficit minded.
- Suggestion to encourage discipline to complete the program review as a group, holding a discussion.
- Suggestion to provide best practice emails, targeted training and possibly a program review handbook.

Motion to extend the meeting for five minutes

- MSC (Starlene Justice /Lindsay Owens) -approved by consensus

Connection to planning & improvement

- Add help text to provide a bridge to the goals section.
- Add Introduction paragraph to provide guidance on how to use the data review section.
- It was determined that the current flow is logical.
- Suggested creating a summary to identify trends and ongoing activities. Share our current status as a college using the program reviews. Report common themes to support college planning and decision-making initiatives.
- Suggestion to add help text and/or resources directing program authors to the data story template and institutional goals/KPIs within the data review section.

Overall

- Effective, needs help text and a possible introduction.

Question: Do we have the necessary data in the data section, or is there additional useful data that should be considered for inclusion moving forward?

- Some suggested data included special program data for specific disciplines, efficiency, and age demographics.
- Suggestion to consider forming a workgroup/project team to review all the currently available Power BI dashboards to see if any should be included as a resource for any areas of program review.

Motion to extend the meeting for five minutes

- MSC (Lindsay Owens/Sean Davis) approved by consensus

3.1.b Reflections/Submissions

The committee reviewed the Reflections and Submissions section and determined that it would be beneficial to redesign the questions to:

- Be more appreciative inquiry and less deficit-minded, requesting what works well and asking for any suggestions for improvement.
- Encourage group discussion by asking a question like: “As a department/ discipline, what went well?”
 - To be a final reflection and an opportunity to provide feedback on the process, which should include any needs of the area.
- Suggestion to consider renaming the section to reflect the intent.
- Suggestion to revise/reword reflection section questions/prompts to be more appreciative inquiry, less deficit-minded, and clearer intentioned (e.g., rewording questions about meaningfulness and data needs).
- Suggestion to compile and review reflection section responses from the past three years and prepare a summary report for review to inform the evaluation.

3.1 Follow-up Items

3.1 Task of

3.1 Due by

Compile a summary of the last three years of the reflection submission section for review at the next meeting	Charise	Next meeting
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3.2 Program Review Cycle Area Feedback

- No feedback provided; Committee was asked to bring any feedback to the next meeting.

4. Information Items

4.1 APC Faculty Request Form Workgroup Update

- No report- co-chairs will follow up with workgroup

5. Good of the Order

- Next evaluation worksheets will be sent to the committee soon.

6. Future Agenda Topics

- Review and Update Charter

7. Adjournment

- 3:55 pm

Next Meeting

Date: April 23, 2025

2026-Annual-Update-

Submitted-a-2026-Update:

2026-2027-annual-update-administrative-academic-affairs
2026-2027-annual-update-administrative-business-services
2026-2027-annual-update-administrative-planning-and-development
2026-2027-annual-update-administrative-student-services
2026-2027-annual-update-instructional-administration-of-justice
2026-2027-annual-update-instructional-architecture-graphics
2026-2027-annual-update-instructional-biology
2026-2027-annual-update-instructional-business-administration-management-and-marketing
2026-2027-annual-update-instructional-chemistry
2026-2027-annual-update-instructional-communication-studies
2026-2027-annual-update-instructional-computer-information-systems-computer-science
2026-2027-annual-update-instructional-construction-technology
2026-2027-annual-update-instructional-drafting-technology
2026-2027-annual-update-instructional-early-childhood-education
2026-2027-annual-update-instructional-electronics-
2026-2027-annual-update-instructional-english
2026-2027-annual-update-instructional-game-development
2026-2027-annual-update-instructional-honors
2026-2027-annual-update-instructional-kinesiology
2026-2027-annual-update-instructional-library
2026-2027-annual-update-instructional-mathematics
2026-2027-annual-update-instructional-mis-music-industry-studies
2026-2027-annual-update-instructional-mus-music
2026-2027-annual-update-instructional-physics
2026-2027-annual-update-instructional-psychology
2026-2027-annual-update-planning-and-development-equity-programs
2026-2027-annual-update-planning-and-development-special-programs
2026-2027-annual-update-student-services-advising-and-counseling
2026-2027-annual-update-student-services-enrollment-services
2026-2027-annual-update-student-services-library-and-lrc
2026-2027-annual-update-student-services-student-life

Resource-Requests-Submitted:--123

Faculty-Hiring-Requests-Submitted:-4,-(only-2-are-completed)

Program Review Evaluation Checklist

Data Review Section

The following questions are designed to guide the Program Review Committee in the evaluation of the Program Unit Goals section of the Program Review in Nuventive.

Reviewer Name: _____

Review Date: _____

Meeting Date: March 26, 2026

Clarity & Context

The template prompts programs to clearly describe what data variables were used (e.g., success, retention, awards, program of study, etc.).

The prompts guide programs to provide clear explanations of trends rather than simply reporting numbers.

The structure encourages interpretation of multi-year trends rather than focusing on a single year of data.

The template encourages programs to explain what the data suggests about program performance.

Comments:

Equity-Minded Data Analysis

The template prompts programs to review and discuss disaggregated data by relevant student populations.

The prompts encourage programs to identify equity gaps and describe their significance.

The structure encourages programs to consider potential systemic or structural factors contributing to observed outcomes.

The prompts encourage reflection on how programs can improve outcomes for disproportionately impacted students.

Comments:

Alignment with Institutional Goals & Priorities

The prompts encourage programs to connect their data analysis to institutional goals, KPIs, or strategic priorities.

The template supports alignment with equity goals and student success initiatives.

The prompts encourage programs to reflect on how their outcomes contribute to institutional mission, vision, and core commitments.

Comments:

Evidence-Based Reflection

The prompts encourage programs to move beyond description to analysis and interpretation.

The structure supports meaningful discussion of strengths, challenges, and opportunities revealed by the data.

The prompts encourage programs to identify key insights or takeaways from the data review.

The template encourages programs to consider multiple types of evidence (quantitative and qualitative).

Comments:

Connection to Planning & Improvement

The prompts guide programs to connect their data findings to program improvements or changes.

The template encourages identification of specific areas where the program could improve outcomes.

The structure supports using data to inform future goals or initiatives.

The prompts encourage programs to consider how data should inform resource requests or planning.

Comments:

Usability & Streamlining

The prompts are clear, specific, and easy for program authors to understand.

The template avoids unnecessary repetition or redundant questions.

The structure supports a logical flow from data description to interpretation to planning.

The prompts encourage meaningful reflection rather than compliance-oriented responses.

Comments:

Overall Assessment

Strong – No revisions needed

Effective – Minor refinements recommended

Needs Revision – Structural changes needed

Not Effective – Significant redesign recommended

Reviewer Reflection

What one change would most improve the usefulness of the Data Review section?

Program Review Evaluation Checklist

Reflections / Submission Section

The following questions are designed to guide the Program Review Committee in the evaluation of the Program Unit Goals section of the Program Review in Nuventive.

Reviewer Name: _____

Review Date: _____

Meeting Date: March 26, 2026

Reflection Quality & Meaningfulness

The prompts encourage programs to reflect on whether program review is meaningful and useful for their unit.

The template encourages thoughtful reflection on how program review supports continuous improvement.

The prompts invite honest reflection on strengths and limitations of the current program review process.

The structure encourages programs to describe how program review can better support decision-making.

Comments:

Data Needs & Evidence

The prompts encourage programs to identify the types of data needed to support their program plans, goals, and needs.

The template supports reflection on whether current institutional data tools adequately support program planning.

The prompts encourage programs to describe additional data or analyses that would strengthen program review.

The structure encourages programs to connect data needs with planning and improvement.

Comments:

Overall Assessment

Strong – No revisions needed

Effective – Minor refinements recommended

Needs Revision – Structural changes needed

Not Effective – Significant redesign recommended

Reviewer Reflection

What one change would most improve the usefulness of the Reflections/Submission section?