



Program Review Committee

Minutes for April 24, 2025

2:30- 3:45 pm

Operations Center (OC) 116

Meeting Participants

Committee Members Present

Quinton Bemiller, Svetlana Borissova, Caitlin Busso, Araceli Covarrubias (zoom), Vivian Harris (zoom), Ashlee Johnson, Starlene Justice, Daniela McCarson, Lindsay Owens, Tim Russell (co-chair), and Dana White.

Committee Members Not Present

Rosalio Cedillo

Recorder

Charise Allingham

1. Call to Order

- 2:32 pm

Motion to approve Vivian Harris to join via Zoom as a voting member

- MSC (Daniela McCarson/ Starlene Justice)
- Approved by consensus

2. Action Items

2.1 Approval of Agenda

- MSC (Dana White/ Starlene Justice)
- Motion to amend the agenda to table the Report of Effectiveness.

2.1 Conclusion

- Approved by consensus with amendment.

2.2 Approval of March 27, 2025, Minutes

- MSC (Dana White /Daniela McCarson)
- Update the members present to remove Starlene Justice.

2.2 Conclusion

- Approved by consensus with update.

2.3 Accept 2024-25 Program Review Annual Updates

- The committee voted to accept the 24 Program Review Units that submitted an annual update.

- MSC (Vivian /Starlene Justice)

2.3 Conclusion

- Approved by consensus.

2.4 Credit for Prior Learning (CPL) (tabled)

MSC (Vivian /Dana)

The committee discussed whether to incorporate the CPL questions into a form in Nuventive to be completed during program review.

- Member asked for clarification on whether this is to approve the questions or incorporate them into the program review process. The action item is to approve the questions and incorporate them into the Program Review Process as a form in Nuventive.
- The committee reviewed the questions and found a need to refine them to ensure they are clear and understandable for all participants.
- The committee considered the need for a dashboard to track this information.
- Concerns the committee identified:
 - The potential for offering assistance to those needing more CPL information.
 - It is important to understand the types of CPL courses and how they are earned.
- The ultimate goal is to have a comprehensive system in place for tracking and reviewing CPL within their discipline.

Updated draft questions:

1. Do you offer any Credit for Prior Learning (CPL) within your discipline?
2. If yes, which course/s have your discipline approved as CPL and the type (Joint Service Transcript [JST], Standardized Exams, Credit by Exam, Industry Credential/Certification, or Portfolio Review)?
3. How often has your discipline awarded or reviewed potential awards of CPL in the last two years?
4. If not, please explain why, and include a timeline for when CPL was, or can be, discussed within your discipline.
5. Would you like more information about CPL?

Feedback from areas:

- The math department provided positive feedback on the drafted questions and the idea of incorporating them into the process.

Conclusion

- The committee decided to table this item, which will be an action item on the next agenda.
- The committee agreed it would be beneficial to incorporate a CPL section in Program Review.
- The committee decided that the CPL Coordinator should review and approve the questions before they are finalized.
- The CPL coordinator will be invited to the next committee.

3. Discussion Item

3.1 Program Goals Progression Prompt

The draft goal progress questions were shared in Nuventive for review.

Updates included

- Tab title update to: Progress and Evidence
- Addition of the two drafted questions:
 - What progress have you made toward this goal?
 - How do you measure your progress? Discuss your evidence/results.

Note: existing fields cannot be updated because it will disrupt/delete all existing data that was entered during the comprehensive and annual update.

- Multiple progress tabs can be added to each goal to track progress over time.

Concerns:

- The existing question may need clarification:
 - Existing question: Please provide any assessment data or other evidence that supports this Program/Unit Goal.
 - Suggestions include adding help text or rephrasing the question if possible.
 - Need to check with Nuventive if the text of an existing field with data can be updated without deleting the content in Nuventive.

Suggestions:

- The section should be a narrative of what we have done to achieve our goal(s).
- Add a date field that won't update each time the form is saved.
- The mapping section must be updated when the new strategic plan objectives are approved.

3.2 Program Review Cycle

The committee continued the discussion on moving forward to a five-year program review cycle to align with the strategic plan.

- The co-chair will be working on drafting a checklist for the annual updates.
 - Suggestions:
 - Consider providing recommendations of areas in the program review that should be reviewed annually, biannually, etc.
 - Request to review how other colleges are doing annual updates.
 - Request a draft of MVC's annual update checklist.
 - Identify a hierarchy of importance of items that should be covered.
 - Progress for goals as applicable is not recommended; every goal should be updated yearly.

Concerns:

- Alignment with other areas.
 - The student equity plan is in a three-year cycle, and the CTE plan is in a two-year cycle.
 - The Equity SEP is state-mandated.
 - Assessment is in a 6-year cycle, and may need to coordinate with the assessment committee.

Suggestions:

- If we implement a required annual update, then the comprehensive program review would be less cumbersome.

- Suggestions to communicate with the accreditation team- importance and process.

3.2 Follow-up Items	3.2 Task of	3.2 Due by
Draft checklist	Chair	Next meeting
Invite CPL coordinator to the next meeting and share the drafted questions	Chair	ASAP

4. Good of the Order

5. Future Agenda Topics

- Credit for Prior Learning (CPL): Action item
- Draft Annual Update checklist

6. Adjournment

- 3:44 pm

Next Meeting

Date: May 22, 2025

1. Do you offer any Credit for Prior Learning (CPL) within your discipline?
2. If yes, which course/s has your discipline approved as CPL and the type (Joint Service Transcript [JST], Standardized Exams, Credit by Exam, Industry Credential/Certification, or Portfolio Review)?
3. How often has your discipline awarded or reviewed potential awards of CPL in the last two years?
4. If not, please explain why, and include a timeline for when CPL was, or can be, discussed within your discipline.
5. Would you like more information about CPL?

Unit	Pulled	Reviewed
Administrative: Academic Affairs		☐
Administrative: Business Services		☐
Administrative: Planning and Development		☐
Administrative: Student Services		☐
Instructional: Administration of Justice		☐
Instructional: Anthropology		☐
Instructional: Architecture Graphics		☐
Instructional: Art		☐
Instructional: Biology		☐
Instructional: Chemistry		☐
Instructional: Drafting Technology		☐
Instructional: Early Childhood Education		☐
Instructional: Electronics (ELE)		☐
Instructional: Geography		☐
Instructional: Honors		☐
Instructional: Library		☐
Instructional: Manufacturing, Machine Shop Technology, Supply Chain Technology, Electronics		☐
Instructional: MUS - Music		☐
Instructional: Physics		☐
Instructional: Psychology		☐
Student Services: Enrollment Services		☐
Student Services: Library and LRC		☐
Student Services: Special Programs		☐
Student Services: Student Life		☐

Please see report below for all resource requests

<https://app.powerbi.com/view?r=eyJrIjoizTQ5NDhhZDQ0tNjRlYy00YTNilWFkMzMyYTMwNjg4YmI2YTNilwiidCI6IjE0N2ZmMmFhLTk1OGQtNDg5OS04YTEwLWY0NWEzNTY4NzNjMilsImMiOjF9>