

Program Review Meeting
September 15, 2020
1:30 p.m.: Zoom Meeting

Present: Daphne Dionisio (Chair), Meenelly Banoian (ASGCC Rep), Megan Ernst (Senate), Beth Kronbeck (Guild), Leticia Estrada (CSEA), Ed Karpp (Administration), Calvin Madlock (Resource), Nonah Maffit (CSEA), Rosabella Naldzhyan (ASGCC Rep), Francien Rohrbacher (Resource), Rosemarie Shamieh (Joint Faculty)

Absent: Tomas Aguirre (Joint Faculty), Yvette Ybarra (Resource)

Guest: Stacy Jazan

Quorum: 9/10

Meeting called to order at: 1:30 p.m.

- I. Announcements
 - a. Introductions
 - i. General Introductions were made.

- II. Review of Minutes
 - a. The Program Review Minutes from May 19, 2020 were reviewed.
 - ***It was MSC (Maffit/Shamieh) that the Minutes from May 19, 2020 were approved with changes to the meeting location.***

- III. Review of Mission Statement
 - a. The Mission Statement for the Program Review Committee was reviewed.
 - ***It was MSC (Karpp/Ernst) that the Program Review Committee Mission Statement be approved without changes.***

- IV. Election of Committee Chair
 - a. Nominations were taken for the election of the Program Review Committee Chair.
 - b. Daphne Dionisio was nominated for Chair of the Program Review Committee.
 - ***It was MSC (Krobeck/Shamieh) that Daphne Dioniso remain Chair of the Program Review Committee.***

- V. Focus on Quality of Program Reviews
 - a. We have a 100% completion rate for Program Review.

- b. In addition to maintaining a 100% completion rate we want to also focus on the quality of the Program Reviews being submitted.
- c. Support from Validators need to be turned up this year by zeroing in on particular areas like making sure that Departments have a Mission written. Additionally, the data section should be a focus.
- d. Daphne Dionisio will kick off the Program Review season by sending an email to Chairs letting them know they should share the Data Dashboard link to their staff to review and discuss the data.
- e. If we are going to prioritize data which are the areas that should be focused on?
 - i. It was suggested that each department be asked which data they reviewed, what changes were made over the past three years, and which data is the most important to that specific department.
- f. Validators should review the status of a department's goals and find out where they are with this. They have a goal, they have set actions, are they following through? What are the outcomes of the actions?
- g. Resource Requests should not be the action.
- h. A question arose as to how Covid is going to impact Program Review this year. As an example, how will Resource Requests for things like lab space, etc. change when we will not be on campus this year? How do we plan long term when we are unsure of where we will be in a year?
 - i. Departments should be planning as though we are returning to campus.
- i. Daphne Dionisio will send a packet of guidance to the Validators via email and they will be added to eLumen.

VI. 2020 – 2021 Timeline

- a. The schedule for Program Review was reviewed.
- b. November 1, 2020: Deadline
- c. November 2-22, 2020: Deans and VPs to review Program Review and Resource Requests.
- d. December 1, 2020: Validators will send validation checklist to Daphne Dionisio.

VII. Data Dashboard Workshops

- a. Data Dashboard Workshops are going to be difficult to do remotely as users will need to login to the Dashboard on their own.
- b. It might be possible to utilize Breakout rooms to help mirror the in person experience.

VIII. Form Revision and Improvement of Processes

- a. Daphne Dionisio will gather information from past meetings, etc.
- b. Discussion on this topic will be held for the next meeting.

Meeting Adjourned at 2:30 p.m.
 Next Meeting: October 20, 2020
 Minutes Recorded by: G. Lui