

Program Review Committee

Meeting Minutes

9:00 – 10:00AM April 2, 2021

| | Members | Liaisons/Admin./Staff/Guests |
|---|--|------------------------------|
| | Huda Aljord, World Languages | Bryn Glover |
| X | Jennifer Amaya, FPA | |
| | Alicia Berber, Kinesiology | |
| X | Casandra Greene, Classified | |
| X | Albert Jaramillo, Student | |
| X | Rebecca Kessler, Cosmetology | |
| X | Michael McCracken, Counseling | |
| X | Wendy McEwen, IE – Co-Chair | |
| | Wendy McKeen, STEM | |
| | Regina Miller, A&R | |
| X | Cynthia Morrill, Eng & Media, Co-Chair | |
| X | Nicole Render, Nursing | |

1. Call to order – 9:01 a.m.
2. Approval of Agenda m/s/c Cynthia Morrill / Nicole Render - approved
3. Approval of Minutes (March 2021) m/s/c Cynthia Morrill / Michael McCracken - approved
4. Old Business
 - Committee Charge – Charge was revised in our last meeting. GEMQ reviewed and has approved the change to the charge. GEMQ will be more sensitive about differentiating between the prioritization process and program review and supports the changes to our charge.
 - Approval of the revised committee charge – m/s/c Cynthia Morrill / Michael McCracken – approved
 - Wendy McEwen will advise GEMQ that it is approved, GEMQ has already approved it so it will move ahead to Academic Senate.
5. New Business
 - a. Prioritization Process – the updated Process Map was shared. “Annual College-wide Assessment of Process and Prioritized Projects” was previously a call out box, now it is part of the process flow. The dates were realigned to reflect the current cycle year. GEMQ has approved these changes to the process but would like our feedback.

The “College-Wide Assessment” is conducted by the office of Institutional Effectiveness, Wendy McEwen seeks updates from Vice Presidents, Deans and Department Chairs on initiatives that were

prioritized. Updates include what positions have been filled, what has been completed, what is in process, etc.

The Committee feels like faculty and Deans should be more responsible for closing that loop of prioritization as part of the assessment and updating Nuventive, and would like to share that feedback with GEMQ and Academic Senate.

- Approval of the Prioritization Process Map m/s/c Rebecca Kessler / Cynthia Morrill - approved

- b. Department PRaP Update – Wendy McEwen is continuing to meet with departments, many have not yet completed their Program Review but are working on them. Wendy shared a list of departments that she has met with, there are some gaps like art history, art, most of CTE (aside from welding), and political science. Committee members are encouraged to ask department chairs for a copy of the final program review if they have not yet received it. As committee members we should utilize our relationships with faculty leaders to help support this process and make completing it a priority.

6. Council / Committee Updates (moved to the end for this meeting)

- a. GEMQ - Wendy shared strategic responsibilities of GEMQ as an FYI, these have been revised and appear in the bylaws for leadership councils. They also worked on questions for a survey covering the prioritization process.
- b. EPOC – discussed return to campus plans and concerns, enrollment and student support.
 - ASRCC is organizing an open forum with President Anderson, VP West and VP Carter on April 6th at noon for students to ask questions about the plans to return in Fall 2021. There is a lot of concern among students about a safe return and the lack of communication from the district.
 - Cosmetology – Rebecca Kessler shared that they have plastic shields around their desks and work stations, they have installed handwashing stations where there isn't already access to sinks, and they have sanitation stations and disinfectant available in all areas. Students are responsible to disinfect their work stations when they arrive and leave the classroom. They are required to wear masks and gloves, check temperatures and use the guardian health assessment app.
 - Nursing staggers the arrival times of students so they arrive in small groups rather than 40 students arriving at one time. They also use the guardian health (Rave) app, and require masks, face shields, gloves, etc. They are concerned about class size and how to manage large seminar sessions that normally have 80 students in the fall. They are working on plans now to address these issues.
- c. Assessment – has completed all 4 GE SLO assessments. Curriculum is looking at revising GE SLO # 4 to include a component regarding equity. Denise Kruienga-Muro and Jude Whitton, committee faculty co-chairs, presented the assessment report at PLT and plan to share it with Academic Senate, and various department meetings. Wendy McEwen and Brandon Owashi presented Voice of the Student survey results at an ASRCC meeting. The Assessment committee is working on sharing the results of their work college wide.
- d. District Program Review Committee update – has not met.

7. Public Comment/Announcements

8. Adjourn – 9:50 am

Minutes submitted by B. Glover