

Program Review Committee

Meeting Minutes

9:00 – 10:30 am April 7, 2023

	Attendance		
	Huda Aljord, World Languages	X	Denise Kruiuzenga-Muro, English
	Jennifer Amaya, FPA	X	Michael McCracken, Counseling
	Alicia Berber, Kinesiology	X	Wendy McEwen, IE – Co-Chair
X	Mike Dahl, STEM		Tony Musumba, STEM
X	Stacie Eldridge, STEM, Physical Sciences	X	Pell, Diana
X	Carol Farrar, Behavioral Sciences		Regina Miller, A&R
	Rosa Frazier, FPA	X	Nicole Render, Nursing
	Gabriel Gravina, ASRCC	X	Jo Scott-Coe, English
X	Brandie Greene, STEM, Life Sciences	X	Kathleen Sell, English
	Casandra Greene, Classified	X	Virginia White, STEM, Life Sciences; Co-Chair
X	Rebecca Kessler, Cosmetology	X	Bryn Glover (recorder)
X	Brian Kohl, Art		

1. Call to order - 9:04 am
2. Approval of Agenda m/s/c Denise Kruiuzenga-Muro/ Virginia White – approved
3. Approval of Minutes (Mar 2023) m/s/c Denise Kruiuzenga-Muro / Virginia White – approved
4. Old Business
 - a. Nuventive Platform Update – copy/paste function between program reviews is not functional due to the update, by next year it will be available. Wendy shared the copy/paste work around for the initiatives and the resource request.
5. New Business
 - a. Division Level Program Review Communication – As this is still one of the biggest gaps, Program Review committee members are encouraged to go to their Deans and help with Nuventive updates and make sure they can see everything in their plans from each department.

Discussion:

 - o BIO sent a pdf of the report to their acting Dean, notifying her that their report is done and ready for review. This practice is sort of like a “submit” button.
 - o In LHSS, the department chair sends her 5 department reports along with any resource requests to the Dean in an email to let her know they are done and ready to move on to the next step.

Wendy will send an email to department chairs and Deans and will include their division reports, this will provide them a status update and encourage conversations about the reports. The assumption is that the program level reviews are done and can be shared.

- b. Resource Process – from approval to spending - after the prioritization meeting in the fall, EPOC sends the prioritization request to the president, and the president responds with a letter approving the priorities. There is no way to know if the priorities have been fulfilled. What can we do to close this loop? It should be included in the annual update o the report, but many aren't.

It is suggested that we could identify a 'responsible lead' for each priority – not just name the VP, but someone who is requesting or invested in the priority to follow up.

We could add a timeline to the priority with an estimated completion, or idea of how long this will take.

There are still issues with lifetime expectancy with equipment in STEM. There are program review resource requests, but items have not been replaced. How is it decided what gets replaced?

6. Council / Committee Updates

- a. GEMQ – talked about goals for the committee, discussed the new proposed structure of the DEIC and Student Equity Committee.
- b. EPOC - no meeting
- c. Assessment – In March they talked about how we create assignments in classes to meet learning objectives, but also how to create relatable real-life examples for students, discussed the 4 components of assessment, and provided a debrief of SLO Symposium where Denise and Jude presented. They will be working on revising the wording of GE SLO # 1 Critical Thinking, with approval from Norco and MVC.
- d. District Program Review Committee update - schedule to meet in beginning of May. Conversations about the comprehensive evaluation schedule, not all colleges are on the same timeline.

7. Public Comment/Announcements – none

8. Adjourn