



**Program Review Committee**

**MINUTES for Monday, October 19, 2020**

**3:30 – 5:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	Marne Foster (co-chair), Jessica Luedtke (co-chair), Michelle Fischthal (VPI), Desiree Payne, Jesus Rivas, Star Rivera-Lacey (VPSS), John Bromma, Megan Leppert, Lisa Cork, Bryan Perrin
<b>Members not Present:</b>	Jackie Sabanos (VPA), Maureen Rubalcaba, Leroy Williams
<b>Guest:</b>	Alex Berry
<b>Recorder:</b>	Debi King
<b>AGENDA</b>	
<b>1. Call to Order 3:33 PM</b>	
<b>2. Action Items</b>	
<b>2.1 Approval of Agenda</b>	
<b>CONCLUSION</b>	Motion to approve by Bryan, seconded by Michelle – Agenda approved
<b>2.2 Approval of September 21, 2020 Meeting Minutes</b>	
<b>CONCLUSION</b>	Motion to approve by Jessica, seconded by Star – Minutes approved
<b>3. Information/Discussion Item(s)</b>	
<b>3.1 Welcome/Introduction of New Members</b>	
<b>INFORMATION</b>	Committee members introduced themselves and welcomed new members: <ol style="list-style-type: none"> <li>1. Megan Leppert, Program Chair for Hospitality and Culinary Arts</li> <li>2. Lisa Cork, Program Chair for Healthcare</li> <li>3. Bryan Perrin, faculty, Automotive</li> </ol>
<b>3.2 PRC Annual Integrated Planning Update on Program Review</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Deadlines for Instructional and Administrative are slightly different</li> <li>• last year’s submission was rolled over – only update required</li> <li>• PRIE is providing support via CANVAS shell, Email, and Zoom meetings</li> <li>• Committee reviewed the data PR writers will be using</li> </ul>
<b>ACTION ITEM</b>	Jesus will send income data tables to Alex, Michelle, and Star to facilitate more District support
<b>3.3 Feedback to PR Writers</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Proposed new approach             <ul style="list-style-type: none"> <li>○ More insight-driven</li> <li>○ Provides opportunity for real-time clarification and feedback</li> <li>○ Encourages cross-committee discussion</li> </ul> </li> </ul>
<b>3.4 PR Writers Feedback Survey</b>	
<b>INFORMATION</b>	Draft to be presented at next meeting
<b>3.5 Program Review Messaging</b>	
<b>INFORMATION</b>	<ul style="list-style-type: none"> <li>• Video tutorials, simplified templates, streamlined reports were developed</li> <li>• Office hours were offered</li> <li>• Emails communicating changes and offering support have been sent out</li> <li>• New graphic explaining PR cycle was presented - group suggested color/verbiage</li> </ul>
<b>4. Adjournment:</b> Meeting adjourned at 5:05 PM	
<b>Next Meeting:</b> November 16, 2020   3:30 PM – 5:00 PM	

**Minutes submitted by:** Debi King

**Minutes approved:**

*By Committee on 11/16/2020*