



Program Review Committee

MINUTES for Monday, November 16, 2020

3:30 – 5:00 PM

Zoom virtual meeting

Members Present:	Marne Foster (co-chair), Jessica Luedtke (co-chair), Jesus Rivas, Star Rivera-Lacey (VPSS), John Bromma, Lisa Cork, Desiree Payne, Bryan Perrin, Maureen Rubalcaba, Jackie Sabanos (VPA), Leroy Williams
Members not Present:	Michelle Fischthal (VPI), Megan Leppert
Guest:	Alex Berry, Linda Osborn (for Michelle Fischthal), Margaret Posner
Recorder:	Debi King

AGENDA

1. Call to Order 3:32 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Jessica, seconded by Jesus – Agenda approved
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2.2 Approval of October 20, 2020 Meeting Minutes

CONCLUSION	Motion to approve by Star, seconded by Lisa – Minutes approved
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3. Information/Discussion Item(s)

3.1 Annual Integrated Planning Update on Program Review

INFORMATION	<ul style="list-style-type: none"> • Instructional program reviews have been submitted <ul style="list-style-type: none"> ○ LMI not required this year ○ Years that don't require LMI will do a review of curriculum survey by program chairs or designee working more closely with their curriculum • Administrative reviews have been submitted <ul style="list-style-type: none"> ○
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3.2 PR Writers Feedback Survey

INFORMATION	<ul style="list-style-type: none"> • AIP survey, to inform future iterations of the process, will include: <ul style="list-style-type: none"> ○ Satisfaction with Canvas shell training vs. group meetings ○ Update vs. full PR ○ How writers feel about the process • Survey to be launched by December 7th
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ACTION ITEM	Jesus will send income data tables to Alex, Michelle, and Star to facilitate more District support
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3.3 Feedback to PR Writers

INFORMATION	<ul style="list-style-type: none"> • Feedback report will go out to writers/departments after AIP is completed – similar to last year <ul style="list-style-type: none"> ○ Committee members will be assigned PR's to review and score – then normed <ul style="list-style-type: none"> ▪ No rubric this year - to be based on three questions: <ol style="list-style-type: none"> 1. What was exciting/positive? 2. What needs clarification? 3. What are key takeaways? • Zoom meetings will be arranged when all PR's have been reviewed by the committee <ul style="list-style-type: none"> ○ VP'S or department deans will decide what team members will attend their feedback meeting ○ Two meetings in December then four meetings per month concluding in May ○ First meeting will be with Star so meetings/process can be tweaked going forward
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3.4 Communication

DISCUSSION	Committee discussed the need to improve communication relative to the AIP process
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4. Adjournment: Meeting adjourned at 5:01 PM

Next Meeting: January 25, 2021 | 3:30 PM – 5:00 PM

Minutes submitted by: Debi King

Minutes approved:

By Committee on 1/25/21