



**Program Review Committee**

**MINUTES for Monday, December 16, 2019 3:30 – 5:00 PM**

**ECC room 121**

<b>Members Present:</b>	Marne Foster (co-chair), Jessica Luedtke (co-chair), John Bromma, David Holden, Jesus Rivas, Desiree Payne, Maureen Rubalcaba, Michelle Fischthal (VPI)
<b>Members not Present:</b>	Tim Pawlak, Star Rivera-Lacey (VPSS), Jackie Sabanos (VPA), Leroy Williams
<b>Guest:</b>	
<b>Recorder:</b>	Debi King

**AGENDA**

**1. Call to Order 3:40 PM**

**2. Action Items**

**2.1 Approval of Agenda**

<b>CONCLUSION</b>	Motion to approve by Maureen, seconded by Marne – Agenda approved
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**2.2 Approval of October 21, 2019 Meeting Minutes**

<b>CONCLUSION</b>	Motion to approve by Jessica, seconded by Maureen – Minutes approved
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**2.3 Governance Handbook – Program Discontinuance**

<b>DISCUSSION</b>	Discussion amongst committee members regarding program discontinuance: PR Committee’s role and clarification of terminology prior to motion. Michelle provided information regarding a draft document (2010) pertaining to program discontinuance – “program” does not mean “department” – refers to CTE programs. Should PR Committee create an ad-hoc or sub-committee specifically addressing program discontinuance, or inform the process based on the available data – LMI information (the data does not show an employment gap)? If the certificate program were to be discontinued, it would go through the Curriculum Committee and up to the Board.
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<b>CONCLUSION</b>	<ul style="list-style-type: none"> <li>• Take “Program Discontinuance Sub Committee” out</li> <li>• Take out the verbiage regarding program discontinuance (the last sentence)</li> <li>• Add Goal: “maintain a program review process that informs new programs, program growth, and program discontinuance”</li> </ul> Motion to approve changes to PRC Governance Handbook page by Jessica, seconded by Desiree – motion approved
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**3. Information/Discussion Item(s)**

**3.1 Progress on Program Review Cycle 4**

<b>DISCUSSION</b>	99% of Instructional PR’s are completed. There were a few LMI’s that weren’t completed or partially completed – now all (29) are completed after conferring with Deans. Sent to Michelle who will provide the LMI information to the District for CTE Biennial Report. LMI information will also be provided to Faculty Priority Hiring Committee. <ul style="list-style-type: none"> <li>• If a program hasn’t been offered in three years, it will have to be acknowledged in some way. COE only provides data if data exists.</li> <li>• NOTE for future PR’s: <i>“if you have concerns about your Top Codes, please bring it through the Curriculum Committee process”</i> – we will have a link for that</li> </ul>
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<b>ACTION ITEM</b> Jessica	Jesus will send Desiree the spreadsheet with all of the program designation crosswalks
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**3.2 PR Feedback Survey(s)**

INFORMATION	Jesus explained the PR Feedback Survey and changes, although it is very similar to last year. This will provide a better understanding of how people view the process. Suggestion to separate the survey into three parts: SP, PR, and resource requests – Jesus explained that each of these areas are addressed in the survey. Suggestion to change the survey name to Annual Integrated Planning Survey and not separate into three parts.
ACTION ITEM Jessica	Jessica will work on revising questions, terminology, and suggested changes and send to Jesus
ACTION ITEM Jesus	Jesus is planning to send out survey the week of January 6 <sup>th</sup> , 2020 (mid-week)

### 3.3 Review PR Feedback Form & Rubric

INFORMATION DISCUSSION	<ul style="list-style-type: none"> <li>• There no longer is a point system</li> <li>• Can be done in January or February</li> <li>• Committee proceeded to review the Instructional PR Assessment Tool (provided to committee members for review prior to meeting) from last year <ul style="list-style-type: none"> <li>○ What worked?</li> <li>○ What can be improved?</li> <li>○ Can it be simplified?</li> <li>○ Low percentage of committee members participated in review last year <ul style="list-style-type: none"> <li>▪ How long does it take?</li> <li>▪ Does everyone do their 'homework'?</li> </ul> </li> <li>○ Could members review individually and make comments and come together as a committee to review?</li> <li>○ Assign more people to each review to accomplish completion with better participation.</li> </ul> </li> </ul>
CONCLUSION	<ul style="list-style-type: none"> <li>• Modify the survey to just the sections</li> <li>• Each one gets one rating (high, medium, low) and a comment section</li> <li>• Gets sent out with assignment list – will have 4-5 people assigned to each <ul style="list-style-type: none"> <li>○ Determine if there is a representative that can participate and get information back to the person</li> </ul> </li> <li>• Rubric update will be provided to members at next meeting on January 6<sup>th</sup></li> <li>• Begin reviewing in January</li> <li>• Target completion: February meeting</li> </ul>

**4. Adjournment:** Meeting adjourned at 5:21 PM

**Next Meeting:** Monday, January 6, 2020 at 3:30-5:00 PM - ECC Rm 121

**Minutes submitted by:** Debi King

**Minutes approved:**

By Committee on January 6, 2020