



Program Review and Planning (PRP) Committee

MINUTES - Monday, May 12, 2025

3:30– 5:00 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke, Shakerra Carter, Jacqueline Sabanos, Sarah Boswell, Jesus Rivas, Juan Salcedo, Megan Leppert, Maureen Rubalcaba, Marne Foster, Pamela Kozminski, Leroy Williams, Debi King
Not Present:	Masahiro Omae, Neill Kovrig, Kelly Henwood, David Anton, Bryan Perrin
AGENDA	
1. Call to Order 3:35 PM	
2. Action Items	
2.1 Approval of Agenda	
CONCLUSION	Motion to approve by Maureen, seconded by Marne – agenda approved
2.2 Approval of 4/14/2025 PRP Meeting Minutes	
CONCLUSION	Motion to approve by Leroy, seconded by Jessica – minutes approved
3. Information/Discussion Item(s)	
3.1 Institutional Strategic Plan & Accreditation Action Plan Updates	
INFORMATION	<ul style="list-style-type: none"> Information extracted from the Institutional Strategic and Accreditation Action plan updates in Anthology are used to prepare the presentation to EGC this month Program unit goals and objectives are aligned and connected to ISMP goals and objectives and measured to determine progress/completion Areas were added to as a result of the accreditation self-study
3.2 Review of time/days for 2025/26 meetings	
DISCUSSION	Committee agreed that meetings for 2025-2026 will continue to be the second Monday of the month at 3:30 – 5:00. The first meeting for 2025-2026 will be September 8 th 2025.
3.3 Membership and approval of Governance Handbook Page Input	
DISCUSSION	<p>The committee determined the membership of PRP for the new Governance Handbook page:</p> <p>Program Review & Planning Coordinator, Co-Chair Dean, Planning, Research, and Institutional Effectiveness, Co-chair* Associate Dean of Research and Innovation, Co-Chair* Vice President, Instructional Services Office Vice President, Student Services Office Vice President, Administrative Services Office Research and Planning Analyst Curriculum Analyst Instructional Manager Student Services Manager Faculty (4), one an Academic Senate Executive Representative Classified Professionals (2), one a Classified Senate Executive Representative</p> <p><i>Note: PRIE Dean and Associate Dean will rotate Co-chair by Term</i> <i>Note: A District Strategic Planning Committee liaison must be a member</i></p>
CONCLUSION	Motion to approve membership composition of PRP pending approval of Academic and Classified senates by Marne, seconded by Megan – motion unanimously approved
4. Adjournment: Meeting adjourned at 4:59 PM	
Next Meeting: 9/8/2025 at 3:30	

Minutes submitted by: Debi King

Minutes approved:

By Committee on 9/8/2025