



Program Review Committee

MINUTES - Monday, September 19, 2022

3:00 – 4:30 PM

Zoom virtual meeting

Members Present:	Jessica Luedtke (co-chair), John Bromma, Michelle Fischthal, Megan Leppert, Bryan Perrin, Jesus Rivas, Maureen Rubalcaba, Leroy Williams, David Anton, Desiree Payne, Jackie Sabanos
Members not Present:	Marne Foster (co-chair), Shakerra Carter
Guests:	Michele Madrid Novak for Shakerra Carter
Recorder:	Debi King

AGENDA

1. Call to Order 3:05 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION	Motion to approve by Desiree, seconded by Michele M. – Agenda approved
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2.2 Approval of May 16, 2022 Meeting Minutes

CONCLUSION	Motion to approve by Michelle F., seconded by Michele M. – minutes approved
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3. Information/Discussion Item(s)

3.1 Review Institutional Mission and Committee Governance page

INFORMATION	Committee members reviewed CE Mission Statement and PRC page in the Governance Handbook
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3.2 Overview of Program Review 2022-23

INFORMATION	<ul style="list-style-type: none"> Program Review templates have been available since last week Data will be released throughout this week By now, AIP writers should have met to strategize Materials located in Canvas and PRIE website and are updated as necessary Tentative timeline: <ul style="list-style-type: none"> PR first draft (PC's) due by Friday 10/28 PR final submission (Deans) due by Friday 11/4 SP due on Friday 11/18 Committee members discussed strategies used within their departments
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3.3 Administrative Unit Feedback Survey

INFORMATION	Jesus provided the committee with a brief review of the administrative unit feedback survey and the type of data managers can use to assess their individual departments. Each department receives one report for their department only
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3.4 New Program Review Dashboards

INFORMATION	<ul style="list-style-type: none"> Committee reviewed the new PR dashboard that provide more information than the spreadsheets used in the past. Many features including: <ul style="list-style-type: none"> the ability to see disproportionate impact retention and success metrics two views – one isolates the data for a specific term or what has changed in the last few years information can be broken down by ethnicity, age, income, country of origin, language Security layers are implemented – user must use their SDCCD credentials to access There will be trainings and video tutorials for dashboard usage provided by PRIE
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3.5 MS Teams Transition

INFORMATION	CE committees are transitioning from Dropbox to MS Teams / Sharepoint. Links to meeting agendas and minutes, located in Teams, will be provided going forward								
3.6 PRC Calendar Dates 22/23									
DISCUSSION	Committee agreed to move PRC meetings to the 4th Monday of the month 3:00 – 4:30, commencing October 24th (unless holiday, classes not in session, or institutional event)								
CONCLUSION	<p>New PRC meeting dates:</p> <table> <tr> <td>October 24, 2022</td> <td>February 27, 2023</td> </tr> <tr> <td>November 28, 2022</td> <td>March 20, 2023 (3rd Monday due to Spring Break)</td> </tr> <tr> <td><i>no December meeting – (winter break)</i></td> <td>April 24, 2023</td> </tr> <tr> <td>January 23, 2023</td> <td>May 22, 2023</td> </tr> </table>	October 24, 2022	February 27, 2023	November 28, 2022	March 20, 2023 (3 rd Monday due to Spring Break)	<i>no December meeting – (winter break)</i>	April 24, 2023	January 23, 2023	May 22, 2023
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ACTION ITEM	Debi will revise Outlook calendar invites and CE calendar to reflect new meeting dates								

4. Adjournment: Meeting adjourned at 4:16 PM

Next Meeting: October 24, 2022

Minutes submitted by: Debi King

Minutes approved:

By Committee 10/24/2022