



Program Review Committee

MINUTES for Monday, October 19, 2020

3:30 – 5:00 PM

Zoom virtual meeting

Members Present:	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
Members not Present:	Jackie Sabanos (VPA), Maureen Rubalcaba, Leroy Williams
Guest:	Alex Berry
Recorder:	Debi King

AGENDA

1. Call to Order 3:33 PM

2. Action Items

2.1 Approval of Agenda

CONCLUSION Motion to approve by Bryan, seconded by Michelle – Agenda approved

2.2 Approval of September 21, 2020 Meeting Minutes

CONCLUSION Motion to approve by Jessica, seconded by Star – Minutes approved

3. Information/Discussion Item(s)

3.1 Welcome/Introduction of New Members

INFORMATION Committee members introduced themselves and welcomed new members:

1. Megan Leppert, Program Chair for Hospitality and Culinary Arts
2. Lisa Cork, Program Chair for Healthcare
3. Bryan Perrin, faculty, Automotive

3.2 PRC Annual Integrated Planning Update on Program Review

INFORMATION

- Deadlines for Instructional and Administrative are slightly different
- last year's submission was rolled over – only update required
- PRIE is providing support via CANVAS shell, Email, and Zoom meetings
- Committee reviewed the data PR writers will be using

ACTION ITEM Jesus will send income data tables to Alex, Michelle, and Star to facilitate more District support

3.3 Feedback to PR Writers

INFORMATION

- Proposed new approach
 - More insight-driven
 - Provides opportunity for real-time clarification and feedback
 - Encourages cross-committee discussion

3.4 PR Writers Feedback Survey

INFORMATION Draft to be presented at next meeting

3.5 Program Review Messaging

INFORMATION

- Video tutorials, simplified templates, streamlined reports were developed
- Office hours were offered
- Emails communicating changes and offering support have been sent out
- New graphic explaining PR cycle was presented - group suggested color/verbiage

4. Adjournment: Meeting adjourned at 5:05 PM

Next Meeting: November 16, 2020 | 3:30 PM – 5:00 PM

Minutes submitted by: **Debi King**

Minutes approved:

By Committee on 11/16/2020