



## Program Review Committee

**MINUTES for Monday, November 16, 2020**

**3:30 – 5:00 PM**

**Zoom virtual meeting**

<b>Members Present:</b>	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
<b>Members not Present:</b>	Michelle Fischthal (VPI), Megan Leppert
<b>Guest:</b>	Alex Berry, Linda Osborn (for Michelle Fischthal), Margaret Posner
<b>Recorder:</b>	Debi King

### AGENDA

#### 1. Call to Order 3:32 PM

#### 2. Action Items

##### 2.1 Approval of Agenda

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

<b>CONCLUSION</b>	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

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

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

##### 3.3 Feedback to PR Writers

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

<b>DISCUSSION</b>	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