Program Review Committee

February 6, 2024

L 160

Zoom

<https://us06web.zoom.us/j/98293998893>

# List of Membership

## Co-Chairs:

Faculty Co-Chair: Kim Nickell

Administrator Co-Chair: Kristin Rabe

Classified Co-Chair (?):

## Members:

Aneesha Awrey, Laura Luiz, Amanda Tumblin, Andrea Bridges, James McGarrah, Nancy Mai, Keri Johnson, Kalina Hill, Steve Waller, Isaias Hernandez, Tina Cummings, Maria Wright, Kim Arbolante, Cristal Rios, Nathan Kline, Keith Wolaridge

# Scheduled Meeting Dates/Times

* Feb. 6, 2024
* Feb. 20, 2024
* March 5, 2024
* March 16, 2024
* April 2, 2024
* April 16, 2024
* Location L160 and Zoom

# Called to Order

* Kim Nickell called meeting to order at 3:03
* Note taker: Kristin Rabe

# Approval of Agenda

* Approval of Agenda
	+ (approved as stated)

# Approval of Meeting Minutes

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	+ (approved as stated)

# Agenda Items

* Welcome back!
* Announcements: Flex Workshop, Strategic Initiative training, PRC website training and updates.
* Discussed the website training that Arecia has provided. Both Kim and Kristin will take part in it for the Program Review website.
* Discussion on getting more program reviews completed and strategies to help the committee spread the word and get them done. Kristin and Kim will make a trip to the 2/12/2024 Admin Council meeting and make a pitch for program review.
* Spring planning for 24-25 Program Review cycle
	+ Trends, issues, things that don’t make sense to help with spring planning
	+ How do we track students through their academic journey?
	+ Kim asked for any trends, weird or unusual notes throughout the reading process by the committee and any norms, trends or anything that can be reported and the number one trend is that there weren’t as many completed – just not there. Kalina mentioned that some write their program reviews with great intent to be understood – others do not add so much information.
	+ Why is it a priority to some to get the program review completed and to others it is not a priority?
	+ Discussed how to provide feedback and what kind of feedback is helpful. Some felt uncomfortable with the current process.
	+ Discussed calling completed goals accomplishments instead of completed goals.
	+ Kim assigned the committee to pick good Program Reviews from this past cycle that we can highlight. Also good 3-year comprehensives that we can highlight
	+ Some suggested a program review completion certificate.
	+ Suggestion to have a return receipt added to the email that each area gets with their new cycle and information.
	+ Kim will craft an email with the handbook for review by the committee that will go to each area in the new cycle.
	+ Kim suggested the committee provide feedback on the form for the next meeting on 2/20/2024. She will send out a reminder to get this info in.
	+ Kristin will reach out to VP FAS to discuss the staff/management hiring process through program review.
	+ The present initiative sections
		- Feedback
		- Mission (back in for accreditation)
		- Degrees
		- Program Goals Completed
		- Program Goals new/continuing
		- Program Analysis
		- Program mapper
		- Current and Future trends
* Staff requests (Calvin Yu)
* Additional software question
* Resource requests
* Assessment – will be discussed at the 2/20 meeting with Becka Zepeda.
* Curriculum
* Kim talked about getting reports and PDF’s of data done – will get with the Office of Institutional Effectiveness and discuss options for the next cycle.

# Meeting Adjourned at 4:35pm