**Called to order 02/18/25 at 3:32pm by Kim Nickell**

Note taker: Katie Ganster

Approval of agenda:

 first motion:

 second motion:

 approved?:

Approval of meeting minutes from last time:

 first motion: Victor Diaz

 second motion: Olivia Ochoa

 approved?: Yes

Minutes from this meeting:

* Kim Nickell has had trouble logging into eLumen; it was being updated.
* Looking at the PRC Initiative Section Template, the narrative of the Mission and Alignment prompt was discussed. PRC members looked at wording and updates for the document to be implemented in the next cycle. Kim read the Mission Statement prompt out loud. Members agreed the prompt is wordy; however, Steve Waller, Katie Ganster, and Kim Nickell all spoke in favor of over clarification rather than under clarification on the prompt. No other comments issued. Kim said she’d check for active links once the document is updated into eLumen.
* Looking at the PRC Initiative Section Template, the narrative of the Program Goal prompt was discussed. Current prompt has outdated Bakersfield College Strategic Directions for programs for which to align their goals. Steve Waller discussed the update of the strategic directions with administration. Plan is to keep Strategic Directions linked to goals at this point until further direction from the BC President. Kim Nickell said other colleges do not link their program goals to strategic directions; this is unique to BC. However, it closes the loop on goals and budget for accreditation. Until another plan comes in place, members agreed we will stick with current wording.
* Looking at the PRC Initiative Section Template, the narrative of the Administrative Unit Outcomes 3-year (2025-2026) was discussed. Conversation focused on AUO vs. ILO in this section by Kim Nickell and Steve Waller. There will be four text boxes. Administrators can go in to fill each box, which can be a narrative or in quantitative format. PRC Members have no further questions about the ILOs listed within this prompt.
* Looking at the PRC Initiative Section Template, the narrative of the Non-Instructional & Hybrid Program Analysis was discussed. Kim Nickell clarified “Hybrid” are programs that have instructional and administrative roles, e.g. library. PRC members discussed possible workshops for these programs so departments are aware of how to fill out this section of the program review report. Admin council in April 2025 may be a good time for this because the Program Review Report will be out by then and problems people are having can be addressed.
* Looking at the PRC Initiative Section Template, the narrative of the 3 Year Program Analysis (2025-2026) was discussed. Non-verbatim summary of discussion below:
	+ Kim Nickell: If we’re leaving non-instructional the same, we can leave this one the same as well. Is there anything to add to it?
	+ Steve Waller: I find it hard to find data, and when I do find data, it’s from a previous year that isn’t what I need.
	+ Kim Nickell: Let’s see if we can get help from \_\_\_\_\_\_\_\_.
	+ Steve Waller: Having a pdf version of the data, attached to the program review, would be helpful.
	+ Kim Nickell: If everyone can get an email with the pdf of the data, it would be helpful. Does anyone have experience with the Tableau data?
	+ Kim Arbolante: The Writing Center does this. I take screen shots from the things I look at in Tableau and then paste it/them into eLumen. However, a screenshot is not accessible, so I create a narrative as well.
	+ Kim Nickell and Steve Waller: People are having trouble finding the correct year of data from Tableau, such as graduation rates per program, and once data is found, it’s not accessible when transferred to eLumen.
	+ Kim Nickell: We need to know how to help people by asking what kind of data they need or want to see, what kind of data are they are able to access, what are their issues, etc. These are questions for department chairs. Then we can create a workshop to address these issues.
	+ Ending note: Kim Nickell has the links for this section and will make sure the links are working when the prompt is uploaded into eLumen.
* Other sections of the PRC Initiative Section Template contain the same instructions/prompt, so we’re done with updating the document.
* Kim Nickell and Steve Waller discussed what department chairs want and need regarding data, such as students graduating with multiple degrees and knowing how the data is pulled per program for that student. The data each department needs/wants may be different from other departments. Receiving feedback from department chairs regarding the data they want will be helpful. Grades by course can be pulled from Canvas, but not for Tableau. For example: how many full-time faculty we used to have vs. now and how many students are being served. How many rooms we used to have vs. now for teaching spaces.
* No other questions or concerns were raised.
* Meeting Adjourned 4:15pm