**Program Review and Planning Committee Meeting**

**September 22,** **2022 | 3:00 – 4:30 p.m.**

Location: MS Teams: Meeting ID: 285 589 919 460 | Passcode: b6yp7V

**Agenda**

**Participants**

*Chair:* Mary Bogan; *Faculty Representatives:* Barry McCarthy, Deborah Paige, Monique Delatte, Luciano Rodriguez, Calvin Young, Rachel Nevarez; *Classified Representatives*; *Management Representatives:* David Grossman, Bridget Salzameda; *Resource Members:* Daniel Beruman, Megan Harris

**Guests:**

**Order of Business**

1. Call To Order
2. Review [09/08/22 Notes](https://fullcolledu-my.sharepoint.com/:w:/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Agendas%20and%20Meeting%20Notes/PRPC_09_08_22_Notes.docx?d=w7c810278ce43466e9348acc574125382&csf=1&web=1&e=meC5hh)
   1. No revisions to the notes
3. Public Comments
   1. No public comments
4. Chair Report *(Mary | 5 minutes)*
   1. New manager: Bridget Salzameda (Natural Sciences)
   2. Reached out to division senators with empty seats
      1. Will touch base after next Senate meeting to see if any of the positions are filled.
   3. Still need to find out about Student Services and Enrollment Services
   4. Asked José Ramón about website support. He said they are working on it.
5. Non-instructional Cycle *(Mary | 15 minutes)*
   1. Sent email to President and VP offices with templates for Student Support & Services and Administrative & Operations.
   2. Rubric for spring
      1. We need to write the rubric for the non-instructional self-studies. Mary Bogan asked for volunteers to help her write a draft. She will ask at the next meeting for someone to help.
   3. Do we still want to invite VP Garcia to a meeting to discuss his timeline for our recommendations?
      1. It was decided that it wasn’t necessary for VP Garcia to come to the meeting based on our due dates for self-studies.
6. Instructional Cycle *(Mary | 15 minutes)*
   1. Annual update forms with or without additional data?
      1. There was a lot of discussion about the necessity for this. There was some memories that we weren’t supposed to have it on the annual updates moving forward. Mary Bogan will attend IIC meeting on Tuesday, 9/26, to discuss. Our position as a committee is that we don’t think we should be required to do so. Mary Bogan will get feedback from IIC and bring decision back to PRPC.
   2. Timeline
      1. A couple of options for a timeline for the annual updates were brought up. If programs have to do the ISS/ISLO data review, perhaps we could have a two-part due date. An earlier one in November to get any funding requests to PBSC and one in the spring for the data review. Decision on timeline will wait until Mary Bogan attends IIC meeting.
   3. Follow up to last year’s cycle
      1. Survey for everyone involved last year, including members who have rotated off the committee? Who can help write survey?
         1. There was some discussion as to whom we should survey about the last instructional cycle. Mary Bogan said she had intended it to be only PRPC members from last year. Rachel Nevarez mentioned whether something should go out to all the programs who did a self-study last year. That may be something we should do, but we will start with Mary Bogan writing a survey draft to bring back to the PRPC.
7. Accreditation Update *(Mary | 5 minutes)*
   1. Megan Beck and Monique going to Standard I meetings
      1. [Notes from Megan](https://fullcolledu-my.sharepoint.com/:f:/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Accreditation?csf=1&web=1&e=ZchHza)
   2. Bridget Kominek (Standard I) and Doug Eisner (Standard IIB and IIC) are both in our MS Teams group so they can access information.
8. Initiate review of the PRPC *(Mary | 20 minutes)*
   1. [Reminder of last semester’s IIC recommendations](https://fullcolledu-my.sharepoint.com/:w:/g/personal/mbogan_fullcoll_edu/Ebq5tnbR9zJCodPtcWjSt0sBU96KMIaPsoEghC9YrdXD5g?e=BoQKxm)
   2. [New standards](https://fullcolledu-my.sharepoint.com/:b:/g/personal/mbogan_fullcoll_edu/ERrAgE71Z_ZLmCvP5uVGDdcBjcrE3fIhnL7lSpAauVoykQ?e=DYMsHl) and impact on reviewing our processes
      1. Discussion about how the new standards would impact PRPC. It was mentioned that program review would still need to happen regardless of the changed made to standards. Either way, it won’t impact us until they are finalized.
9. New Business? *(Mary | 5 minutes)*
   1. What are we missing?
10. Adjournment *(Mary | 5 minutes)*

**Miscellaneous Links and Information**

[New Folder in One Drive](https://fullcolledu-my.sharepoint.com/:f:/g/personal/mbogan_fullcoll_edu/EstzQja2yhxKsXOTnZHi73MBxdfJ1lYyxRAUqPD0_5YbmA?e=l8rW2g)

[Integrated Planning Manual](https://fullcolledu-my.sharepoint.com/:b:/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Administrative%20Information/FC-Integrated-Planning-Manual_2021.pdf?csf=1&web=1&e=8zQ4b8)