**Program Review and Planning Committee Meeting**

**October 13,** **2022 | 3:00 – 4:30 p.m.**

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

**Meeting Notes**

Original agenda is regular font, Rachel’s meeting notes are in bold

**Participants**

*Co-Chairs:* Doug Eisner, Bridget Kominek; *Faculty Representatives:* Barry McCarthy, Deborah Paige, Tim Ream (filling in for Monique Delatte), Luciano Rodriguez, Yolanda Duron, Rachel Nevarez; *Classified Representatives:* David Sarabia; *Management Representatives:* David Grossman, Bridget Salzameda; *Resource Members:* Daniel Beruman, Megan Harris

**Guests:**

**Order of Business**

1. Call To Order
2. Review [09/22/22 Notes](https://fullcolledu-my.sharepoint.com/%3Aw%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Agendas%20and%20Meeting%20Notes/PRPC_09_22_22_Meeting%20Notes.docx?d=w3184b76d418741c695f6776a28f110de&csf=1&web=1&e=0bRuw1) **approved with no additions**
3. Public Comments **none**
4. Chair Report ***(Rachel Nevarez read this part.)***
	1. Mary Bogan is out on medical leave.
		1. She let Jennifer Coombs know on Friday, September 30. At the time of writing this agenda, she had not heard back yet. She told Jennifer she would write a report updating her on what the committee has done to date and what needs to be completed for the semester. A copy of the report Mary wrote is linked at the end of this agenda.
		2. **Jennifer has been in contact, co-chairs Doug Eisner and Bridget Kominek were voted in by the committee**
		3. **Doug Eisner and Bridget Kominek joined the meeting following the vote**
	2. Mary attended the IIC meeting on Tuesday, September 27.
		1. The long and short of it is, we must continue to include Institute Set Standards and Instructional Student Learning Outcome data for the near future as part of the instructional annual updates.
		2. Daniel and Megan will put together reports for each division/department/course with the data necessary to do the review.
	3. Mary attended a meeting called by VP Contreras for the purposes of discussing program review and accreditation. The meeting was attended by him, two of his deans, Doug Eisner, Daniel Beruman, and Danielle Fouquette.
		1. At that meeting, changes were made to the template that should make it easier for those writing it to understand what is needed and to simplify the outcomes sections.
		2. It was decided VP Contreras would hold a workshop day for his staff who would be writing the self-studies on Friday, October 14 from 12-3. The staff will be led through the template and what is needed for each section. Mary was going to be there, as well as Daniel Beruman. After this workshop, it should be possible to figure out what, if any, training is necessary.
		3. Trainings after the workshop were discussed. Mary Bogan mentioned her lack of experience with program review and her concern that trainings for the non-data part of the self-study. It was discussed whether to look for experienced program review writers to conduct the training and paying them professional expert pay. Doug Eisner mentioned that he and the other accreditation workgroup chairs were going to be meeting and that he would discuss their helping with those trainings.
			1. No one from Administrative and Operations services was at this meeting. It might be good to check in with some folks there to see where they are at with all this.
		4. The subject of having representatives from Counseling and Student Services came up. Jennifer LaBounty will bring it up when her group meets. As far as Student Services is concerned, there is a precedent for there to be only one representative on shared governance groups. Mary was going to follow up on that with Jennifer Coombs. Since then, she was able to speak with Josh Ashenmiller. After discussing the situation with him, she thinks it is better to let that be for now.
		5. Both Elaine Lipiz-Gonzales and Jennifer LaBounty said they could supply two managers to fill out the four seats managers are supposed to have on the committee. This should be followed up on. Mary will put it in her report to Jennifer Coombs.
		6. Mary took the initiative to resend the non-instructional template to everyone. Links to copies of the revised template and the email she sent will be at the bottom of this agenda. Action should be taken to have the committee officially approve this and is an item later in this agenda.
		7. Zoot Velasco (FC Foundation) asked whether he is supposed to write a program review for his area. He says he reports to the college president, but that they are a separate group from the college. We need to get back to him about that. Mary thinks he should because the foundation is under the umbrella of the college. With the issues that surrounded the previous foundation, she thinks it makes sense that he does. But does this committee agree? And is it this committee’s decision to make? This will be put as an action item later in this agenda.
		8. The rest of this agenda will be items Mary knows need to be discussed. Given the challenge of finding someone to fill in for the rest of the semester, the committee should discuss what they can do on their own and what can wait for the spring when Mary will be back.
5. Approval of Non-Instructional Template Changes (link to template below)
	1. **Non instructional template was approved by the committee**
	2. **It was also discussed that ALL non-instructional areas need to complete a self-study**
	3. **Rachel would follow up with former Chair Kelly Robertson on previous non-instructional self-studies to assist with obtaining a list of exactly who, what, and how many self-studies will need read**
6. OIE/ICC Update (Daniel or Megan Harris)
	1. What non-instructional programs can use for measurable data if they do not have any
	2. Review of ISS data made available for instructional programs
	3. ISLO data to be looked at: Global Awareness
	4. **Daniel will compile information and share**
	5. **It was also discussed that we need a consistent “house” for all program review as it has moved from SharePoint to OneDrive to Teams and information is being lost in the shuffle**
7. Fullerton College Foundation Program Review – **Yes**
8. Generate List of Action Items for Remainder of Fall/What Items Can Wait for Spring
	1. Training sessions may need to be conducted
		1. Division data coaches should be able to help with sections that relate to data analysis.
		2. Any other questions and training sessions will need to be done by people with experience either on the PRPC or with writing self-studies.
		3. **Bridget suggested making this the topic for the next Program Review committee meeting, suggesting she may have more input AFTER the 10/14 meeting/training with non-instructional programs.**
		4. **A survey or google form sent after the 10/14 training asking how else can writers be supported**
	2. Debrief on last year’s instructional cycle – The current plan is to conduct a survey of all PRPC members involved in last year’s process to get feedback.
		1. **Save for Spring to align with accreditation, one-year, and non-instructional**
	3. A rubric for the readers to use for the self-studies would also ideally be done before the spring semester, but it could be done by Mary Bogan in January.
		1. **Review the existing rubric.**
		2. **Does it need some areas revised to align with non-instructional template**
	4. Setting up the professional expert contracts for the readers for the spring
	5. What else? **Bridget’s list:**
		1. **Non-instructional self-studies**
		2. **One-year program review**
		3. **Where is it all housed (getting program review organized)**
	6. **Filling empty seats on Program Review Committee (taken from Mary’s midterm report). We are currently without:**
		1. 3 faculty representatives (Counseling, Arts, and Social Sciences)
			1. **Doug/Bridget campaign for representatives**
		2. 3 classified representatives | Nichole Crockram is working with the senate to get those seats filled.
		3. 2 managers | We have two deans, but the committee is supposed to have four managers on it. At a meeting with Gil Contreras and his Student Services leadership, Jennifer LaBounty and Elaine Lipiz-Gonzalez said they could get managers for those seats, but it needs to be followed up on)

**Miscellaneous Links and Information**

* [PRPC Mid-term Report to Faculty Senate President](https://fullcolledu-my.sharepoint.com/%3Aw%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Administrative%20Information/PRPC_10-01-22_Midterm%20Report%20to%20Faculty%20Senate%20President.docx?d=w5c595af9a47e450792407d69fee15b05&csf=1&web=1&e=raC4Wq)
* [Email to Non-instructional Programs with FINAL Revised Template](https://fullcolledu-my.sharepoint.com/%3Ab%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Non-Instructional%20and%20Administrative%20Operations/Email%20with%20FINAL%20revision%20to%20Non-instructional%20Templates.pdf?csf=1&web=1&e=RgoFNc)
* [Revised Non-Instructional Program Review Template](https://fullcolledu-my.sharepoint.com/%3Aw%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Non-Instructional%20and%20Administrative%20Operations/FINAL%2022-23%20-Prog-Rev-STU-SERVICES-TEMPLATE-%20Sept%2027%20rev.docx?d=w8b5342a351cd480a8472408b2dab0f70&csf=1&web=1&e=Yddwas)
	+ *The Administrative and Operations Services template is identical now, except for using the words department/office instead of program. You can see that template if you want in the Program Review and Planning Committee folder in OneDrive.*
* [Annual Update Email to Instructional Deans](https://fullcolledu-my.sharepoint.com/%3Ab%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Annual%20Updates%20%28Instructional%20and%20Non-instructional%29/Annual%20Update%20Email%20to%20Instructional%20Deans.pdf?csf=1&web=1&e=MXnqMX)
* [Annual Update Form (Instructional Programs only this year)](https://fullcolledu-my.sharepoint.com/%3Aw%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Annual%20Updates%20%28Instructional%20and%20Non-instructional%29/Instructional%20Annual%20Program%20Review%20Update%20Form%202022.docx?d=w3333cc0e84ee44af8c5d2c5313273b4e&csf=1&web=1&e=dfXFrj)
* [Sample Completed Annual Update Form from 2020](https://fullcolledu-my.sharepoint.com/%3Aw%3A/r/personal/mbogan_fullcoll_edu/Documents/Program%20Review%20and%20Planning%20Committee/Annual%20Updates%20%28Instructional%20and%20Non-instructional%29/Instructional%20Annual%20Program%20Review%20Update--Communication%20Studies.docx?d=w78c1c90e0da1498eb5abd58538e77a40&csf=1&web=1&e=R6ffSL)

**From 09/22/22 Meeting**

* [New Folder in One Drive](https://fullcolledu-my.sharepoint.com/%3Af%3A/g/personal/mbogan_fullcoll_edu/EstzQja2yhxKsXOTnZHi73MBxdfJ1lYyxRAUqPD0_5YbmA?e=l8rW2g)
* [Integrated Planning Manual](https://fullcolledu-my.sharepoint.com/%3Ab%3A/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)