**Program Review and Planning Committee Meeting**

**October 27, 2022 | 3:00 – 4:30 p.m.**

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

**Participants**

*Co-Chairs:* Doug Eisner, Bridget Kominek; *Faculty Representatives:* Barry McCarthy, Deborah Paige, Monique Delatte, Luciano Rodriguez, Yolanda Duron, Rachel Nevarez, Calvin Young; *Classified Representatives:* David Sarabia; *Management Representatives:* David Grossman, Bridget Salzameda; *Resource Members:* Daniel Berumen, Megan Harris

**Guests**

**Order of Business**

1. **Call to order**
2. **Review 10/13/22 notes**
3. **Public comments**
4. **Co-Chair Reports**
   1. **Housekeeping: Is your information accurate on the participants list? If it’s not, let Bridget and Doug know**
   2. **Update on Student Services training on 10/14--it went well!**
   3. **Plans for Administrative/Operational and non-instructional training scheduled for 11/4**
   4. **Ongoing support to help student services areas complete section 4 provided by OIE—Daniel asked for a reminder to be sent to student services managers and program leads about OIE one-on-one meetings. That was sent on 10/27 by Bridget**
   5. **Recruiting for committee**
      1. **Two managers—waiting to hear about Kristine and Nikkhoo and Jessica Johnson’s approval to join the committee**
      2. **Faculty from Counseling, Social Sciences, and Fine Art—Bridget Presented at at Social Sciences division meeting this week, no interest as of yet. Nick Arman has volunteered from Counseling and will join the committee after Senate approval. Bridget will reach out to Fine Arts Senators to see progress of finding a PRPC rep from that division—email sent on 10/27**
      3. **3 Classified professionals—actually, it’s just two. Next steps for recruiting? Bridget and Doug will discuss**
5. **Instructional Annual Updates**
   1. **Two issues--The data programs need to do the the ISLO data analysis in Part 1: Review of Data is not available and the SLOA Committee won’t have it until the end of this semester. They need to map CSLOs to PSLOs and ISLOs in Elumen. SLOA in Fall 2022 also needs to be robust and meaningful across campus so there is data in Elumen.**
   2. **Proposal: extend the deadline for instructional annual updates to Week 8 of Spring 2022. Program coordinators would receive data from SLOA by the first week of Spring 2022. They may work on Part 1 ISS data analysis and Parts 2 and 3 this semester but will save ISLO data analysis in Part 2 for early spring.**
      1. **The committee voted to extend the deadline for the annual update. It will be due to deans by March 6 and March 13 to PRPC. Bridget and Doug will alert faculty through VPI’s office --> Deans and reiterate that programs should not wait on the other elements of the update but simply do the ISLOA aspect in spring when the data is available.**
6. [**Enrollment & Re-Engagement Proposal Draft**](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:2871353f-2d8c-3eae-98ac-72ebc3a67da5) **and feedback—A robust conversation sharing input was started and shared document for notes was created. We’ll revisit this on 11/10 and formulate more format feedback.**
7. **Planning for This Semester**
   1. **What must be done this semester by the committee? What should wait until spring?**
      1. **Plan for 11/10 meeting: Revisit Enrollment and Re-Engagement Proposal Draft and formulate feedback, do a first read on Strategic Plan draft and give feedback, update rubric for non-instructional self-studies**
      2. **Plan for 12/8 meeting: Update rubric for instructional annual update, draft survey to give in spring to get input on the process**
      3. [**Get information to VPI’s office on faculty readers for spring to get PE paperwork approved--done,**](https://docs.google.com/document/d/1lZFVm-ace4FsiQuH8xytVW2XvR5Ltb_eS4_MnjeZiZk/edit?usp=sharing) will be sent to VPI’s office when completed—check to make sure it’s done by the 11/10 meeting

**Upcoming meetings: 11/10 and 12/8**