**December 8, 2022 | 3:00 – 4:30 p.m.**

Program Review and Planning Committee Notes

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, Nick Arman, Todd Smith; *Classified Representatives:* Megan Beck David Sarabia; *Management Representatives:* David Grossman, Bridget Salzameda; *Resource Members:* Daniel Berumen

**Guests**

**Order of Business**

1. Call to order
2. [Review 11/10/22 notes](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Fall%202022%20PRPC%20Meeting%20Notes%20and%20Agendas/November%2010%20Meeting/PRPC_11_10_22_Notes.docx?d=w97f66d10662a42ba9b712d887611bd95&csf=1&web=1&e=bdf1hF)
3. Public comments
4. Co-Chair Reports
   1. Enrollment and Re-Engagement Plan 2.0 approved at PAC and Senate
      1. Implications for spring PRPC work. remember that it might be part of annual reviews. Share with constituents
      2. Share with faculty that the ER plan has a line item for outreach, enrollment, and re-engagement that they can keep in mind in spring with the Instructional annual update, making sure instruction is central to enrollment and re-engagement work
   2. Recruiting for committee
      1. Two managers: Dr. Perez approved Kristine Nikkhoo and Jessica Johnson on 12/7
      2. Faculty from Social Sciences: email to Social Science Faculty Senators on 12/5
      3. Two Classified professionals: Reached out to classified Senate leadership 11/9, re-sent on 12/5. We need one more classified
   3. PE contract information was sent to Jayme Padilla on 11/14.Bridget and Doug will follow up
   4. Doug and Bridget are working on the spring reading schedule for non-instructional program review self-studies
      1. Four groups of 3 or 4 (2 faculty, 1-2 managers and/or classified professionals) working as subcommittees to read, discuss, evaluate, and draft the reader’s report in early spring (predicting about 12 self-studies per group). Will get these to you asap. Also need to get the dates set for when readings should be done, etc.
      2. Self-studies and group information will be uploaded on Teams for reading by the start of Spring 2023
5. [Accreditation Steering Committee Recommendation](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Fall%202022%20PRPC%20Meeting%20Notes%20and%20Agendas/December%208%20Meeting/PRPC_12_8_22_Agenda.docx?d=w663ea218c382429cacc82e32937a30ad&csf=1&web=1&e=Z3IdYM) Response
   1. A preliminary meeting happened on 11/28 with chairs of PRPC, PBSC, and IIC. These plans were developed:
      1. To make priorities more transparent, PBSC can work with the deans, perhaps through Deans Council, to create a process or document that deans can use to articulate priorities within their divisions. This is something that deans could submit to PBSC after PRPC, Faculty Senate, and PBSC have endorsed the requests for resources. This could supplement or replace the conversations that happen between Rod and the deans at this point in the process. We imagine PBSC would develop this with the deans so it's a process that works for both groups.
      2. Rod's office/PBSC can work to create a process for hiring classified professionals that mirrors the Faculty Allocation Committee to formalize this aspect of resource allocation as well as make it more transparent and connected to program review. Rod is in the early stages of gathering ideas for how other campuses do this and expects that there may be a more formal plan to share with the campus in early/mid Spring.
      3. PBSC and PRPC can work together to create a more formal "loop closing" process once money is allocated following program review. This might include PBSC communicating to PRPC as they do with deans to follow up on all resource requests from program review, so PRPC reps can also report back to their divisions. There are times when departments get funding via PBSC, but they don’t realize they’ve gotten it. Departments who aren’t asking money don’t really take Program Review seriously. Should PBSC and PRPC be dual reporting. How do student services areas get information about what was funded. Should all shared governance groups get the reports from PRPC and PBSC.
      4. We are recommending that the PRPC chair sit on PBSC as a resource member. The co-chair of PBSC (the director of OIE) already sits on PRPC as a resource member. When the PRPC chair shares their summary report to Senate and PAC, they would also share that summary report to PBSC.
   2. The plans were shared with the ASC and received support, though PBSC, PRPC, and IIC are encouraged to continue work in spring to find consensus on other proposals (such as making PBSC and PRPC dual reporting)
   3. Do we support the plans listed above? What thoughts do we have about future work to address this recommendation?
6. Update [rubric for non-instructional self-studies](https://fullcolledu.sharepoint.com/:x:/s/ProgramReviewCommittee308/EQfyevCAEdFKjmATtkd4A-wBIBxVJHAiG-p1cy8Duuu7sA?e=ukQIuO) Bridget and Doug will look at this and send it out to members
   1. Does it align with the self-study templates?
      1. [Administrative/Operational](https://fullcolledu.sharepoint.com/:w:/s/ProgramReviewCommittee308/EVLKKH1CMfFMnUW5Ly4eHiQBpN_lmOtVRoM1_pa__tz26g?e=sZWny3)
      2. [Student Services](https://fullcolledu.sharepoint.com/:w:/s/ProgramReviewCommittee308/EVxfpTVnMsREuThwWgoLbakBdg7J6ZPBJZNO4H9mjljk_Q?e=fYuxmR)
7. Input on summary for Mary’s return in spring
   1. Non-instructional self-study reading
   2. Instructional annual update reading
   3. ASC recommendation

**Upcoming meetings: Second and fourth Thursdays 3-4:30pm (1/26, 2/9, 2/23, 3/9, 4/13, 4/27, 5/11)**