**January 26,** **2023 | 3:00 – 4:30 p.m.**

 Program Review and Planning Committee Agenda

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

**Participants**

*Co-Chairs:* Mary Bogan, Bridget Kominek; *Faculty Representatives:* Barry McCarthy, Deborah Paige, Monique Delatte, Luciano Rodriguez, Yolanda Duron, Rachel Nevarez, Calvin Young, Todd Smith; *Classified Representatives:* Megan Beck, David Sarabia, Kyle Stroud; *Management Representatives:* David Grossman, Bridget Salzameda, Kristine Nikkhoo, Jessica Johnson; *Resource Members:* None present

**Guests**

**Order of Business**

1. Call to order
2. [Review 12/8/22 notes](https://fullcolledu.sharepoint.com/%3Aw%3A/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Fall%202022%20PRPC%20Meeting%20Notes%20and%20Agendas/December%208%20Meeting/PRPC_12_8_22_Notes.docx?d=w7fb647f230834b7c977b30f221990edb&csf=1&web=1&e=Qycitf)
	1. Let Mary or Bridget know if there is anything you think needs correcting.
3. Public comments
	1. No public comments
4. Co-Chair Reports
	1. Introduce new members:
	2. The focus this semester is reading Student Services and Admin/Ops self-studies, as well as instructional annual reviews. Additionally, completing the Reader Reports for both the self-studies and annual reviews.
	3. Recruiting for committee
		1. Faculty from Social Sciences
			1. Bridget and Doug met with division senators last semester, but no one has yet volunteered.
	4. This seat can now be an at-large seat. Bridget mentioned that we are hesitant to go that route. After discussion, the committee decided to put out one last call last call at the 2/2 before having the seat appointed at-large. Bridget will informally reach out to the Social Sciences dean about getting help finding a rep.
	5. PE contracts: any issues getting them signed? Faculty make sure to log hours and submit
		1. Some faculty members of the committee had questions about the PERS section. Todd commented that faculty members likely do not get any PERS benefits, so they can skip that section. Bridget will reach out to Jayme to get feedback on this.
		2. The current PE forms allow for 50 hours for faculty this semester. The previous year, Josh Ashenmiller was able to get 60 hours. At this point, we will stay with 50. If, as the semester continues, we realize we need extra time, Mary and Bridget can look into that.
		3. The last timecard to complete the hours will need to be submitted for the April 16 - May 15 reporting period.
	6. Overtime compensation for classified professionals
		1. Bridget spent some time exploring the question this week. Because the majority of the self-studies were not received until this week, there isn’t as much time for reading and completing the reader reports. Many classified staff experience a heavier workload at the beginning of semesters. Carving out the time to get the reading/writing done during their 40-hour work week is problematic. Through discussion with President Olivo, the managers for all classified staff have committed to making sure they have time within their work week.
		2. Bridget recommended that classified staff prioritize the self-studies for which they need to write a reader report. The second priority is to read the summaries for the remaining self-studies in their assigned group.
	7. Process and timeline for reading Administrative/Operational and Student Services Self-Studies—review and questions/concerns
		1. Bridget took everyone through the [timeline](https://nam10.safelinks.protection.outlook.com/ap/w-59584e83/?url=https%3A%2F%2Ffullcolledu.sharepoint.com%2F%3Aw%3A%2Fs%2FProgramReviewCommittee308%2FEcEekSg1EHpFgrw3RUNLXM0B6Gls2_4Q2RMmIAnCWepjVQ%3Fe%3DK9MPcg&data=05%7C01%7CMBogan%40fullcoll.edu%7C7bbdca43539940ca5a4f08dafda3cffa%7Cf8b4752f8a294d0e97b5f7428505ab38%7C1%7C0%7C638101177251263896%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=oKQ2iK%2FqJw1Wad0q93d3S%2Fts0qvGGT6o%2FawwciK4eRI%3D&reserved=0) for completing this cycle of self-studies and annual reviews. She also showed everyone how to access the documents. It was requested that copies of previous sample reader’s reports be placed in the reader resource folder.
		2. Timeline
			1. By the 2/9 meeting, thoroughly read the ones you have been assigned to write reports for and read the summaries for all of them in your group. This will allow familiarity with all the self-studies your group in case anyone has questions about their assigned self-studies.
			2. At the 2/9 meeting, the reading teams will meet to discuss their self-studies. The goal is to leave that meeting ready to write reports.
				1. The question was raised about whether it is okay to write a report for a department you are closely connected with. Because there is no reader name on the report, it was determined there is no reason in that circumstance for someone not to do so.
			3. At the 2/23 meeting, have drafts of your reader reports ready to share with your team.
			4. Bridget and Mary will share final drafts with programs and areas, ask for responses, and bring them to the 3/9 PRPC meeting.
			5. After the Mega meeting, Mary and Bridget will draft a report to Senate and PAC in April, seeking approval. At the end of the process, the co-chairs will share the approved report with PBSC in May.
		3. Suggestions for approaching reading the self-studies
			1. Focus on summary and SAPs first. Make sure to look at the data analysis carefully but remember this is the first-time student services are being asked to disaggregate student data in the report. There may be disparities in sizes of departments, ability for doing the data analysis, and the Admin/Ops departments may not have some/any data.
			2. Rachel recommended not taking anything negative in the self-studies about the program review process personally. This also led to the reminder that the reader reports are not meant to be a punishment for areas that need improvement. This is a collegial process.
		4. Rubrics for non-instructional self-studies were revised by Bridget. There are separate ones for Student Services and Admin/Ops, but they are almost identical.
5. Non-Instructional Self-Studies: handling self-studies that have not been turned in, final deadline?
	1. Looks like they are all going to be in. All but three are in and they are all expected this week.
6. Instructional Annual Updates
	1. Timeline – deadline extended (early March, should be finished before end of the semester so MB and BK can include in year-end report to Senate/PBSC.
		1. There is a new annual update form. Because the review asks for information on goal progress, etc., and not just asking for funds, they could be much longer than before.
		2. Because there was no data for the global awareness ISLOs, that part of the annual review is not needed this year.
		3. The question was raised about who is going to read them? All members of the PRPC or just faculty?
		4. At the 3/23 meeting, we will look at the reader reports for the annual update. (BK/MB will look at before that meeting)
	2. Rubric - Mary and Bridget will have the rubric/reader report form ready before the 3/9 meeting.

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