**February 23,** **2023 | 3:00 – 4:30 p.m.**

Program Review and Planning Committee Notes

Location: [https://fullcoll-edu.zoom.us/j/98378082130?pwd=Z080a0ovcGg1QmF1L2puQU0vcDdnZz09](https://nam10.safelinks.protection.outlook.com/?url=https%3A%2F%2Ffullcoll-edu.zoom.us%2Fj%2F98378082130%3Fpwd%3DZ080a0ovcGg1QmF1L2puQU0vcDdnZz09&data=05%7C01%7CBKominek%40fullcoll.edu%7C0e1d784fbb704aceaae808db086df869%7Cf8b4752f8a294d0e97b5f7428505ab38%7C1%7C0%7C638113040632806975%7CUnknown%7CTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7C3000%7C%7C%7C&sdata=4fQn4UyxMwjSUoibj9zNw%2B1mWFiRr4LDJs%2BgI9Jtck4%3D&reserved=0) Meeting ID: 983 7808 2130 Passcode: 147099

**Participants**

*Co-Chairs:* Mary Bogan, Bridget Kominek; *Faculty Representatives:* Barry McCarthy, Deborah Paige, Monique Delatte, Yolanda Duron, Luciano Rodriguez, Rachel Nevarez, Calvin Young, Todd Smith, Aline Gregorio, Nick Arman; *Classified Representatives:* David Sarabia, Kyle Stroud; *Management Representatives:* David Grossman; *Resource Members:* Daniel Berumen.

**Guests: Doug Eisner**

**Order of Business**

1. Call to order
2. Review [2/9/23 notes](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Spring%202023%20PRPC%20Meeting%20Notes%20and%20Agendas/February%209%20Meeting/PRPC_2_9_23_Notes.docx?d=w9292d05246414c92b64925fd36d1a5a7&csf=1&web=1&e=k180Gd)
3. Public comments
4. Co-Chair Reports
   1. Student Services and Admin/Operational self-study timeline reminders:
      1. Have reader reports finalized and in the Teams folder for that program/office by 5pm on Monday, 2/27 for distribution to the programs/offices
      2. Bridget and Mary will share final drafts with programs and areas, ask for responses, and bring them to the 3/9 PRPC (Program Review and Planning Committee) meeting
      3. After the 3/9 meeting, Mary and Bridget will draft a report to Senate and PAC (President s Advisory Council) in April, seeking approval. At the end of the process, the co-chairs will share the approved report with PBSC in May.

*At the 3/9 meeting, we will not go over all the SAPs (Strategic Action Plans), just the potentially problematic ones. We will also gather themes. The writing team groups will share themes from their groups. For the annual report, we will consider continuing along the lines that Josh did last year.*

* + 1. How do we want to do the 3/9 meeting? Our goal is to decide which SAPs our committee endorses to have ready to include in the report to Senate and PAC to be forwarded to PBSC.

*3-6 pm on 3/9 on Zoom*

* 1. Instructional annual update timeline:
     1. Mary and Bridget will have the rubric/reader report form ready by 3/9. Any input on format?
        + *Work with existing rubric/reader report form*
        + *Pay attention to the rubric (sections 6/7 do not align)*
        + *There will not be any rubric criteria for the Institutional Set Standards. It will be noted if that section is completed.*
     2. Instructional annual updates are due to division deans by 3/6 and PRPC by 3/13.

*It is appropriate to remind our division/deans about the approaching deadline for the Annual Program Review Update.*

* + 1. What is our plan for reading? Is this same process effective?
       1. There are 50 annual updates expected (3-4 per person)
          - *Based on discussion, Mary/Bridget will separate out those that have new funding requests.*
          - *What do we do with the ones that do need to be read?*
          - *Faculty who* *get PE will read.*
       2. Ideally, we have a report to Senate to include with the Student Services and Admin/Operational report and list of SAPs in April for 4/20 Senate meeting
* This gives us time to read and write reader reports between 3/14 and 4/14 with time to discuss SAPs at the 4/13 PRPC meeting. Is this reasonable? *Yes*

1. [ASC Recommendation](https://acrobat.adobe.com/link/review?uri=urn:aaid:scds:US:5fbc8544-1274-311c-94e0-b0672d72615c) discussion and next steps
   1. PRPC, IIC (Institutional Integrity Committee), and PBSC co-chairs met on 2/21

*Able to represent committee’s perspective based on robust discussion in Teams*

* 1. The IIC is going to take the lead on a timeline for making changes to our planning process which will include possible revisions of committee missions and membership as well as reporting structure. The goal is to have a revised planning and resource allocation process that addresses the issues raised recommendation within 3 years. That plan will go through the shared governance process the semester and/or Fall 2023.
     + *Might there be a place for a separate PRPC for non-instructional programs; process for that will be ongoing and rest in IIC.*
     + *This process will take time, some of the “easy” things have been agreed upon, but there is more that needs to be done.*
     + *Note about templates and revisions: create a list of funding sources.*

1. Team time for discussing draft reader reports
   1. Goal: leave today ready to finalize your reader reports
   2. Discuss any questions or concerns you have about the self-studies you are assigned to write reader reports for
   3. Identify SAPs that you want to discuss at the 3/9 PRPC meeting—ones you are unsure about endorsing or think we should not endorse—[on this document](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Spring%202023%20PRPC%20Meeting%20Notes%20and%20Agendas/February%2023%20Meeting/SAPs%20to%20Prioritize%20for%20Discussion.docx?d=w59a8bc0d0cd74e1090fd404bf9a53c5c&csf=1&web=1&e=9jY4q2) which we will use to plan our discussion at the next meeting

Reminder: Have reader reports finalized and in the Teams folder for that program/office by 5pm on Monday, 2/27 for distribution to the programs/offices

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