

April 27, 2023 | 3:00 – 4:30 p.m.

Program Review and Planning Committee Meeting Notes

Location: <https://fullcoll-edu.zoom.us/j/98378082130?pwd=Z080a0ovcGg1QmF1L2puQU0vcDdnZz09>

Meeting ID: 983 7808 2130 Passcode: 147099

Participants

Co-Chairs: Mary Bogan, Bridget Kominek; *Faculty Representatives:* Barry McCarthy (Business & CIS), Deborah Paige (Humanities), Monique Delatte (LLRISPS), Luciano Rodriguez (Math & Computer Science), Calvin Young (Natural Sciences), Todd Smith (Fine Arts), Aline Gregorio (Social Sciences); *Classified Representatives:* Megan Beck, Kyle Stroud; *Management Representatives:* David Grossman, Bridget Salzameda, Kristine Nikkhoo, Jessica Johnson; *Resource Members:* Daniel Berumen

Guests: Doug Eisner

Order of Business

- I. Call to order
- II. [Review 4/13/23 Notes](#)
- III. Public comments
- IV. Co-Chair Reports
 - a. Our report to Senate was presented at the 4/20 meeting. Senators are soliciting input from their constituents and will vote to accept the report and SAP lists at the 5/4 Senate meeting
 - i. Reminder to division reps: communicate with your [division Senators and at-large Senators](#) so they're aware of our processes and are ready to vote at the 5/4 meeting
 - b. The report goes to PAC at the 5/10 meeting and then it will be routed to PBSC following the timeline in the [Integrated Planning Manual](#)
 - i. Kyle recommended sharing the finalized report with Classified Senate, which Mary and Bridget will do once it's Senate approved
 - c. Co-chairs of PBSC, PRPC, and IIC plan to meet a couple of times over summer to continue to work on a plan for addressing the ASC recommendation related to planning and resource allocation. Anyone want to join in? Does the committee support us doing this work off contract and bringing progress back in fall?
 - i. Vote on faculty members of the workgroup at 5/4 Senate meeting, 16 hours of PE pay from the OIE

- ii. Interested committee members/guests: Kristine, Doug, Cal, Luciano, Mary, Bridget (faculty names emailed to Jeanette for the ballot on 4/27, all faculty CCed)

V. Annual Program Review Updates

- a. Instruction, Student Services, and Administrative/Operational areas will all do APRUs next year
- b. Review and suggest revisions to template and rubric
 - i. Multiple resource requests: make sure the form is set up to allow for multiple
 - ii. Institution-set standards and ISLOA: Does this need to happen annually? For this cycle, should we leave in the data analysis section to make sure we're meeting accreditation standards?
 - 1. Committee voted to keep Part 1 the Instructional Annual Update the same for the Fall 2023 cycle, but the committee will prioritize other ways to meet accreditation standards associated with ISLOA/ISS
 - 2. In Part 2 of the Instructional APRU and Student Services APRU, reorganize to have questions 1-3 answered about each resource request rather than part 3 separate
 - 3. Take out extra stuff like the dean approval
 - 4. Add review of data to student services APRU (work off language on the template from the meeting) and do something similar for admin/operational areas
 - iii. Rubric—create a rubric and share a draft at trainings that are offered
 - iv. Mary and Bridget will take input from this discussion and revise templates on 5/1 and send them to committee members for input. The goal is to get these out to programs and offices
- c. Discuss timeline and process
 - i. Distribute rubric and APRU form
 - 1. Can we get this out by the end of the semester? Yes!
 - ii. Data for programs from OIE—do we need fresh links?
 - iii. Deadline for turning in APRU
 - 1. Due to PRPC by end of Fall 2023, due to deans the week before
 - iv. Plans to read and take through shared governance

1. Read/do reader reports/PRPC discuss resource requests in early Spring 2024, get through shared governance earlier to get to PAC/PBSC by late April 2024 PBSC meeting?

VI. Planning for fall

- a. What do we need to work on in our two-year self-reflection/planning period? What should the order of work be?
 - i. Revise APRU templates with attention to ISS/ISLOA sections/questions, work with IIC on this area
 - ii. Plan training for instructional, student services, and admin/operational early in fall so they are well-prepared to engage in the annual update process
 1. Include rubrics and guidance for types of support needed for specific types of requests
 - iii. Revise self-study templates
 1. Standardize format and processes for submitting self-studies
 2. What data is provided to programs (like Appendix A and what people get from eLumen)? Should it be changed/updated?
 - iv. Revise rubrics
 - v. Revise reader report forms
 - vi. Create timeline with dates
 - vii. Creating and maintain a master list of programs doing annual updates
 - viii. Educating the campus community on program review
 - ix. Closing the loop—implementation, assessment as part of the quadrennial self-studies
 - x. Revising the PR manual
 1. Training readers to be ready for the next cycle of self-studies
 2. Formalize the processes readers follow for reading and evaluating resource requests to ensure consistency and integrity of the process
- b. What should the format of our meetings be? Zoom or in-person?
 - i. Create a survey and email it to the entire committee, take a simple majority for deciding the format of the fall meetings (face-to-face or Zoom)

Upcoming meeting: Second and fourth Thursdays 3-4:30pm (5/11 at [Villains Brewing in Anaheim](#))

