

August 24, 2023 | 3:00 – 4:30 p.m.

Program Review and Planning Committee Notes

Location: Building 2400, Room 217

Participants

Co-Chairs: Mary Bogan, Bridget Kominek; *Faculty Representatives:* Deborah Paige (Humanities), Monique Delatte (LLRSPS), Luciano Rodriguez (Math & Computer Science), Rachel Nevarez (Tech & Engineering), Calvin Young (Natural Sciences), ~~Todd Smith (Fine Arts), Aline Gregorio (Social Sciences), Nick Arman (Counseling)~~, Yolanda Duron (Physical Education); *Classified Representatives:* Tina Maertens; *Management Representatives:* David Grossman, Bridget Salzameda, Kristine Nikkhoo, ~~Jessica Johnson~~; *Resource Members:* Daniel Berumen, Megan Harris

Guests

Order of Business

- I. Call to order
- II. Review May 11, 2023 meeting notes – from offsite meeting
- III. Public comments
- IV. Co-Chair Reports
 - a. Welcome back!
 - b. Meeting plans for Fall 2023
 - i. Meet in Room 217 all semester
 - ii. Last meeting November 9
- V. Membership review
 - a. Is our current roster document accurate?
 - b. We are recruiting classified staff members and need an Associated Students representative.
 - i. Ideas for recruiting classified
 1. Deans? List with committee openings gets sent out, but it does not have a description of the committee
 2. Bridget or Mary goes to meeting of CSEA/Classified?
- VI. IIC (Institutional Integrity Committee) Summer Workgroup Update
 - a. Meetings happened on 8/9 and 8/10 and with faculty elected by Senate, managers, and classified staff focusing on the Accreditation Steering Committee recommendation from Spring 2022

- i. Lack of clarity/transparency in planning/resource allocation. Some work was done, but the accreditation steering committee agreed more work to be done; hence the IIC meeting.
- b. The group developed an initial plan which is currently being drafted into a written proposal. The proposal will be shared with our committee by our second meeting in September (9/22)
- c. Participants from PRPC: Bridget, Mary, Cal, Luciano, Kristine, Daniel, and Megan
- d. Next steps: written **proposal sent to...** recommendations and revisions, then disseminated to campus constituents for Spring 2024 with expectation of new plan in place for Fall 2024

VII. Annual Program Review Updates

- a. Both “groups” are doing annual reviews this year. Instructional Programs: ISS (Institution Set Standards) data is ready, but ISLO (Institutional Student Learning Outcomes) data needs to be worked on. Last year’s data was not usable, but we will need to make it happen this year. Faculty on committee communicate with their deans to remind them. Daniel says folks who want to get ahead of the data can request it from the SLO (Student Learning Outcomes) rep, but it will be messy. Non-instructional: When reminder is sent out, acknowledge how to handle last year’s request for funding and how it impacts annual update. This update will ask them to disaggregate data for one SLO. Reminders: Send to VPs and ask them to get the word out down the chain. PRPC faculty reps arrange for it to get sent out (talk to their deans/coordinators). Use signers of previous self-studies/annual updates as an email list.
- b. Review of deadlines and templates
 - i. ISLO data is still in progress, but as long as data is available by end of September, areas should have enough time to get report done.
- c. Training?
 - i. Did training last fall. It went well. Should we do it this fall for annual updates? What format?
 - 1. Zoom or in-person
 - a. May be more accessible to do Zoom
 - 2. Create separate meetings or attend existing meetings (like division meetings or staff meetings)? What should training include?

- a. Separate is focused; existing meetings might not happen frequently enough
 - b. Have a meeting and record it, so it can be posted. One for instructional and one for non-instructional.
 - 3. Timing: Training on 9/11; send recording out week later with reminder email
- d. Rubric
 - i. Discussion about how and what committee should do with ISS and ISLO data. No decisions made. Probably gather themes to report out as opposed to responding back to reporters.
 - ii. We probably want a rubric for the resource requests. The rubric will look at the internal logic of the request as opposed to an evaluation of the request itself. Use the Step B questions for the rubric. A Yes/No simple rubric? Comments/feedback only? Goal for 11/9 meeting, Bridget and Mary will work on a first pass. If we are all able to meet as a committee for the annual update resource requests, we can use an internal rubric.

VIII. Agenda for the year? Any input?

- a. Follow up on PBSC process? Invite VPAS to September 14 meeting to give us an update.
- b. Making program reviews more of a living document as opposed to a once in four years static document. (Part of making PR more meaningful)

Upcoming meetings: Second and fourth Thursdays 3-4:30pm in room 217 of the Humanities Building (9/14, 9/28, 10/12, 10/26, 11/9)