

**September 14, 2023 | 3:00 – 4:30 p.m.**  
Program Review and Planning Committee Agenda  
Location: Building 2400, Room 217

**Participants**

*Co-Chairs:* Mary Bogan, Bridget Kominek; *Faculty Representatives:* VACANT (Business & CIS), Deborah Paige (Humanities), Monique Delatte (LLRSPS), Luciano Rodriguez (Math & Computer Science), Rachel Nevarez (Tech & Engineering), Calvin Young (Natural Sciences), VACANT (Fine Arts), VACANT (Social Sciences), Yolanda Duron (Physical Education); *Classified Representatives:* Tina Maertens, Sara Camacho; *Management Representatives:* David Grossman, Bridget Salzameda, Jessica Johnson; *Resource Members:* Megan Harris, Henry Hua

**Absent**

Kristine Nikkhoo, Nick Arman

**Order of Business**

- I. Call to order
- II. Review August 14, 2023 meeting notes—no changes suggested
- III. Public comments--none
- IV. Co-Chair Reports
  - I. Planned meeting with Kesha Shadwick to update the website to include the most recent Administrative/Operational and Student Services self-studies and Instructional annual updates
  - II. Training dates for annual updates set
    - I. Instructional annual update Wednesday, 9/27 from 4-5pm
    - II. Student Services and Administrative/Operational Wednesday, 9/27 from 11am-12pm
    - III. Advice for programs who are making the same resource request they've made in the past—timing and the use of the rubric.
    - IV. Training ideas:
      - I. Don't copy and paste
      - II. Explain the process for program review and PBSC in general
  - III. Membership update:
    - I. CSEA: work with second VP to recruit classified professionals—currently need 2
      - I. Sara Camacho elected to serve on the committee
      - II. Bridget will find out when CSEA meets to attend public comments to invite participations on PRPC
    - II. Faculty Senate: communicate with Senators for Fine Arts, Social Sciences, and Business & CIS to fill divisional representation seats
      - I. David communicated with deans in Business & CIS and Fine Arts to recruit faculty
    - III. AS: Mary will attend 9/19 meeting to recruit student representative
- V. Program Review funding update from PBSC co-chair, VPAS Henry Hua
  - I. PBSC is currently looking at our resource request list by the end of October (will be voted on at 10/18 PBSC meeting, then list of requests goes to PAC)
  - II. Money is for one-time, non-personnel requests, so those are taken off the top for consideration by PBSC

- III. The lists have been sent out to the deans, they should be communicating with the faculty to prioritize now, and they'll share that back to PBSC to consider at their upcoming meetings
  - IV. Expected to have about 1.5 million dollars to spend this time around
  - V. Requests from program reviews that can't be funded by carryover "program review" funds are communicated to PAC and the president to help guide planning
  - VI. Once funding is allocated, programs will get letters with details on amount allocated and how to access (budget number, etc.) and it will be posted on the PBSC website—the person listed as the lead author and their IMS will be the person who receives the information
  - VII. VPAS office will have open office hours and budget workshops for people to ask questions
  - VIII. Programs should include resource requests that were endorsed but not funded to make sure they stay on top of the list. There is no list of carried over requests that have been endorsed
- VI. Rubric for annual updates—committee feedback
- I. Making sure it's clear that retirements should be formal, not something that is anticipated but not formal
  - II. How do we decide what we endorse?
    - I. For all three questions, programs must be assigned to be "complete" using the rubric. If programs have any evaluated partially complete or incomplete, the committee will decline to endorse
    - II. The committee will decide any questions where there is not consensus by majority vote
  - III. Give an opportunity for feedback —> programs can submit drafts by 11/8 to get feedback at the 11/9
- VII. Annual Program Review Updates
- I. Review of deadlines and templates
    - I. [Student Services/Admin Operational template](#)
    - II. [Instructional template](#)

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