 **Program Review and Planning Committee**

Co-Chairs: Daniel Berumen, Mary Bogan, and Bridget Kominek

https://committees.fullcoll.edu/program-review/

Meetings 2nd and 4th Thursdays, 3pm in 218 Humanities Building

**Program Review & Planning Committee 4/24/25**

**Agenda and Notes**

**Attendees:**

*Co-Chairs:* Daniel Berumen and Mary Bogan *Faculty Representatives:* Deborah Paige (Humanities), Monique Delatte (LLRSPS), Rachel Nevarez (Tech & Engineering), David Francisco Lopez (Fine Arts), Josh Ashenmiller (Social Sciences), Olivia Barajas (Counseling), Dale Craig (Business & CIS), Marcia Foster (PE), Christopher Persichilli (Natural Sciences), Luciano Rodriguez (Math & Computer Science); *Classified Representatives*: Tina Maertens, Sara Camacho, Matthew Muranaga, VACANT; *Management Representatives:* Sam Foster, Deniz Fierro, Jessica Johnson, and Kristine Nikkhoo

Absent: Rachel Nevarez, Olivia Barajas, Dale Craig, Matthew Muranaga

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| **MAIN AGENDA** | | |
| **TIME** | **TOPIC** | **ACTION & NOTES** |
| 3-3:05pm | Call to order, approval of the agenda, approval of the notes | Review notes from the [4/10/25 meeting](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Meeting%20Notes%20and%20Agendas/Spring%202025%20PRPC%20Meeting%20Notes%20and%20Agendas/PRPC%20Agenda%20and%20Notes%204.10.25.docx?d=wcbb5fdcdca46435b91a925cab88e6fed&csf=1&web=1&e=121LmJ)  3:07pm call to order  Previous meeting notes are unanimously approved by the committee |
| 3:05-3:10pm | Public comments | Bianca Gladen was introduced as the new Administrative Assistant III in OIE who will be the recorder of this committee. |
| 3:10-3:20pm | Co-chair report: Daniel and Mary | * 2025/2026 school year: LLRSPS and HUM division reps terms end this semester, election needed for 2025-2028 term, Sara Camacho’s term as classified rep ends, election needed for 2025-2028 term, and we have an open vacant classified rep seat. * Update on election of faculty co-chair for 2025-2028 term   + Mary Bogan was elected at the last Faculty Senate meeting   + Val Macias was elected for the Library division Fall 2025-Spring 2028 term * Update on program review software progress   + The home-grown program review software has encountered delays, pushing the launch from early summer to August, with backup options being discussed with PBSC.   + Backup options involve using the form from last time with revisions. A PDF version will be provided even if the updated form isn’t finalized. There have been no changes to the Annual Update form. * Tech and Engineering request   + A clarification was made regarding a misunderstanding in the Tech and Engineering report. The request was misunderstood to be two faculty members, when the request was two separate requests of one faculty and one classified lab position. The classified position is critical for lab safety. The group agreed to highlight the importance of these safety-related types of positions in the Senate report, ensuring PAC is also informed. |
| 3:20-3:45pm | Fall 2024 PRAUs | * Action: Review and discuss final resource requests from Fall 2024 PRAUs   + 3 proposals met the 40% level which is below the threshold of automatic approval.   + Manufacturing Proposal:     - **Vote:** **NO** for Manufacturing additional floor space.     - **Vote**: **NO** for Ancillary equipment   + Physics: Replacement for Equipment for Student Labs     - The committee discussed that the request for student lab equipment was incomplete, with insufficient detail in the submission form and unanswered questions. A representative from the Natural Science division mentioned that the equipment in the lab is currently broken, prompting the rushed request. Due to the lack of sufficient equipment, the number of labs offered to students has been reduced.     - The explanation for the “PE pay for faculty updating and rewriting labs” is that it would fund the development of lab procedures and the creation of documentation for faculty and student use over the summer. It was noted that the current Physics lab manual was developed during a faculty member’s sabbatical. No vote was taken on the PE pay item because it was already approved in the Microsoft form.     - **Vote:** **YES** for the Replacement of Equipment for Student Labs request only. * Discussion: What are we learning about this process that we want to [communicate with the Planning and Budget Steering Committee (PBSC)](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Meeting%20Notes%20and%20Agendas/Spring%202025%20PRPC%20Meeting%20Notes%20and%20Agendas/Resource%20Request%20Observations%20and%20Suggestions%20for%20PBSC.docx?d=w86126343979e4c509d08a9198a441c22&csf=1&web=1&e=csXhcx) as we are doing this work?   + Many funding requests reviewed by the committee are increasingly focused on operational needs—such as supplies, desks, and safety equipment—rather than strategic initiatives. This is straying away from the committee's intended purpose, which is to evaluate and support proposals tied to Strategic Action Plans (SAPs) that address programmatic challenges and improve outcomes. This shift indicates a breakdown in the planning and budgeting structure, where committees like this are increasingly expected to fill gaps that should be addressed by division budgets or through a separate, clearly defined process for one-time operational needs. The lack of a campus-wide process for handling non-routine requests (like furniture or lab safety upgrades) has led to a situation where all types of funding needs are funneled through this committee, despite that not being its designed function. This has created confusion and diluted the focus on strategic planning.   + To improve the process, the committee recommends focusing on and rewarding well-developed, outcome-based proposals that clearly address gaps in student outcomes or program performance. These are the types of proposals that align with the committee’s intended purpose and can be evaluated using a rubric, similar to a grant review. * Next steps: resource requests will be routed as soon as possible to the Planning and Budget Steering Committee for consideration |
| 3:45-4pm | PRPC Annual Report to Faculty Senate | * At the 5/15 meeting, the co-chairs will share PRPC’s annual report with Faculty Senate. What are some themes we’ve observed in the PRAUs to communicate to the campus? What other updates do we want to give about the work of the committee?   + Themes:     - Many funding requests reviewed by the committee are increasingly focused on operational needs which stray away from the committee's intended purpose of supporting Strategic Action Plans. Other colleges have established "Equipment Replacement Plans" that provide clear, transparent processes for replacing equipment. A committee member had the idea of implementing an amortization process that would help account for equipment lifespan and future budget requirements. While reviewing program reviews, it became clear there is a significant number of equipment requests, 21 in total, highlighting a widespread need for replacements due to outdated or broken items.     - This year the committee saw a lot of requests related to lab and safety needs, with several departments across campus seeking funding to address safety concerns. Additionally, there was a significant number of requests focused on marketing support.   + Updates:     - In regard to hiring Classified Professionals, our campus has a faculty prioritization system, but not one for Classified Professionals. |
| 4-4:20pm | Fall 2025 Planning | * What work does the committee need to do to prepare to roll out the Instructional comprehensive self-study and Student Services/Administrative Operations PRAUs that will be taking place in Fall 2025? * Should the committee create a list of “talking points” or other guidance for members to share with their constituents about the evolution of the program review process and the larger changes to the college’s integrated planning process?   + The group discussed ways to better prepare departments for future cycles to reduce confusion, late submissions, and the common misunderstanding that program review is solely for funding requests. A key takeaway was the need to reframe program review as a planning tool focused on data-informed Strategic Action Plans (SAPs), while separating operational funding requests into a distinct process with clear timelines and guidance.   + Clear communication is needed to explain where and how to request funding outside of program review, especially for common needs like equipment that should be covered by regular budgeting. Going forward, departments will be asked to prioritize SAPs with clear resource needs, while operational needs will be collected separately without requiring departmental ranking. Clear communication, visuals, and structured training will be essential to support this shift.   + Departments will continue ranking operational items tied to their Strategic Action Plans, and a defined timeline will be developed to guide the process, including program review self-reflection, SAPs, and separate operational requests. |
| 4:20-4:30pm | Planning for 4/24 meeting | * The committee will continue to consider and give input on the draft 2025-2029 Strategic Plan in April.   + The plan is going to be voted on at Classified Senate then Faculty Senate.   Next Agenda:   * Goal setting for next year * Draft of the Senate Report |

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| **RESOURCES** |
| * [Committee roster for 2024-2025 school year](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Committee%20Membership%20Documents/Roster%202024-2025%20School%20Year.docx?d=w7a65ad61dba7469fb925ca4fda399e29&csf=1&web=1&e=IB0K23) * [Fall 2024 PRAU Resource Request Rubric](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Fall%202024%20PRAUs/Forms%20%26%20Rubric/Fall%202024%20PRAU%20Rubric.docx?d=waa4ddce71d514ee1a933c623cb0dc668&csf=1&web=1&e=GyyiJB) * [2025-2029 Strategic Plan Feedback Draft](https://fullcolledu.sharepoint.com/:w:/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Spring%202025%20Strategic%20Planning%20Process/2025-2029%20Strategic%20Plan%20March%2024%202025%20Draft.docx?d=we8605e2fe42b4c108de18b6520787c35&csf=1&web=1&e=EUhdiV) * Upcoming Spring 2025 meetings (2nd and 4th Thursdays 3-4:30pm): 5/8 and 5/22 (off campus) |