 **Program Review and Planning Committee**

Co-Chairs: Daniel Berumen and Mary Bogan

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

Meetings 2nd and 4th Thursdays, 3pm in 227 (Cruz Reynoso Building)

**Program Review & Planning Committee 8/28/25**

**Agenda**

**Attendees:**

***Co-Chairs:*** Daniel Berumen and Mary Bogan

***Faculty Representatives:*** Vacant (Humanities), Val Macias (LLRISPS), 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

***Resource Members*:** Henry Hua, Sonia de la Torre, Jose Ramon Nunez

Absent: Luciano Rodriguez, Jessica Johnson, Josh Ashenmiller, Dale Craig, Marcia Foster, Matthew Muranaga, Kristine Nikkhoo, Henry Hua, Sonia de la Torre, Jose Ramon Nunez

|  |
| --- |
| **MAIN AGENDA** |
| **TIME** | **TOPIC** | **ACTION & NOTES** |
| 3-3:05pm | Call to order, approval of the agenda, approval of the notes | * Call to order 3:08pm
* [Approval of notes from May 8, 2025](https://fullcolledu.sharepoint.com/%3Aw%3A/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Meeting%20Notes%20and%20Agendas/Spring%202025%20PRPC%20Meeting%20Notes%20and%20Agendas/PRPC%20Agenda%20and%20Notes%205.08.25.docx?d=w6c0e381a78044604bd442105938b3d61&csf=1&web=1&e=rWWVYm)
* **Vote:** A motion to approve the meeting notes was made by Rachel Nevarez and seconded by Sara Camacho. The committee unanimously voted to approve the meeting notes from 5/8/2025.
 |
| 3:05-3:10pm | Public comments | * None
 |
| 3:10-3:20pm | Co-chair report: Daniel and Mary | * Mission statement update
	+ Daniel Berumen and Bridget Kominek presented the proposed mission statement to the Board of Trustees in late May. There was resistance from the board, and they did not vote on the proposed mission statement.
	+ The next step involves the President Advisory Council, (PAC). Dr. Olivo will assemble a small workgroup to determine the next steps for revising the mission statement.
* [Instructional Training Flyer](https://committees.fullcoll.edu/wp-content/uploads/sites/82/2025/08/Instructional-Program-Review-Training.pdf)
	+ Training for the Instructional Program Review will be held on zoom, Friday, September 5 from 10am-11:30am.
* [Admin/Student Services Flyer](https://ie.fullcoll.edu/wp-content/uploads/sites/27/2025/08/Student-Services-Annual-Training.pdf.pdf)
	+ Training for the Student Services/Administrative Operational Program Review will be held on zoom, Friday, October 24, from 10am-11am.
	+ Flyers containing training information were distributed to deans and managers.
* Office Hours, Dates: 9/8-11/7 [(Booking Page)](https://outlook.office.com/book/ProgramReviewOfficeHours%40fullcolledu.onmicrosoft.com/?ismsaljsauthenabled)
	+ The Program Review & Planning Committee Chairs, Mary Bogan and Daniel Berumen, will be hosting virtual office hours via Zoom (linked above “Booking Page”) from September 8th to November 7th. These office hours are intended to provide support and guidance to faculty and staff who require assistance with completing their Program Review.
	+ Dates of the office hours are as follows:
		- Mondays, 5pm-6pm: (9/8, 9/15, 9/22, 9/29, 10/6, 10/13, 10/20, 10/27, 11/3)
		- Every other Thursday, 9am-11am: (9/18, 10/2, 10/16, 10/30)
		- Every other Friday, 9am-11am: (9/12, 9/26, 10/10, 10/24, 11/7)
 |
| 3:20-3:30pm | Review committee description and membership | * [Description](https://fullcolledu.sharepoint.com/%3Aw%3A/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Committee%20Membership%20Documents/PRPC%20Committee%20Description%20Final.docx?d=wdf5610497a5f412f99b15fb1f388293e&csf=1&web=1&e=vPRzdO)
* [Membership](https://fullcolledu.sharepoint.com/%3Aw%3A/r/sites/ProgramReviewCommittee308/Shared%20Documents/General/Committee%20Membership%20Documents/Roster%202025-2026%20School%20Year.docx?d=w81ae78dc52b74c04b5ef426e951633d0&csf=1&web=1&e=fKLvwf)
* The committee reviewed and discussed the current committee description and membership.

**Action Items:** * + A resource member is needed to replace Bridget Kominek.
	+ Joshua Ashenmiller will require a substitute representative for the Fall 2025 semester.
	+ The Humanities division needs to appoint a representative to fill its current vacancy.
	+ A substitute for Jessica Johnson will be needed for the Manager representative position for the Fall 2025 semester.
 |
| 3:30-3:40pm | Update questions on Comprehensive Instructional Program Review | * The committee reviewed proposed updates to the Program Review form.
* A new introductory question has been added, asking programs to provide a brief description of their program and how it connects to Fullerton College’s mission.
* The committee agreed to remove the question related to general education data.
* Members discussed the issue of overly lengthy program submissions in previous cycles, which placed a burden on committee review time.
	+ To address this, the committee expressed support for implementing a character limit for the new introduction section.
	+ An alternative suggestion was to include a brief, pre-written introduction (ex: from a prior year's template) rather than allowing open-ended responses.
* The co-chairs will emphasize the importance of brevity in this section during upcoming Program Review training sessions.
* Section 2.1 -Student Demographics and Enrollment Trends
	+ Removal of a sentence from this section was approved by the committee.

**Action Item:** Daniel will follow up with Azin regarding the technical feasibility of implementing a character limit for the introduction section.**Vote:** The committee voted to approve the proposed changes.* + Motion to approve changes: Sam Foster and Rachel Nevarez
	+ Abstention: Val Macias
 |
| 3:40-4pm | Review Program Review Software and Data Dashboards | * [Dashboards](https://fullcolledu.sharepoint.com/sites/Fall2025ProgramReviewDashboards)
	+ The committee reviewed the new user-friendly Program Review software and accompanying data dashboards. The dashboard has been created to provide data on student demographics, success rates, and faculty information. The dashboard is accessible via SharePoint, which allows users to filter data by categories such as race, gender, enrollment types, etc. The dashboard aims to simplify data analysis and help identify areas for improvement in student success.
	+ A question was raised regarding whether there is a feature that allows users to preview the full report prior to submission. The chair clarified that individuals can request login access with either editing or view-only permissions, enabling others to review the report before it is officially submitted.

**Action Item:** Bianca will update the Program Review Committee website to include a Word version of the Program Review questions, providing an easier method to copy/paste responses.Meeting adjourned: 4:25pm |
|  |  |  |

|  |
| --- |
| **RESOURCES** |
| * Upcoming Fall 2025 meetings (2nd and 4th Thursdays 3-4:30pm) in Room 227: 9/11; 9:25; 10/9; 10/23; 11/13; 12/11
 |