

SAN DIEGO MESA COLLEGE

Program Review Committee

**Meeting – Friday, February 1, 2013, 11:00 a.m. -12:30 pm
Room I4-207**

PRESENT: Jill Baker (Co-chair), Anar Brahmabhatt, Kristan Clark (co-chair), Anne Geller, Ashanti Hands, Brianna Hays, Angela Liewen, Cesar Lopez, Andrew MacNeill, Marichu Magana, Laura Mathis, Jonathan McLeod, Dina Miyoshi Claude Mona, Bruce Naschak, Caterina Palestini, Sue Saetia, Ebony Tyree, Kathleen Wells (Co-chair).

ABSENT: Manny Bautista, Brian Cushing, Ian Kay (excused) (proxy to Jonathan McLeod), Jill Moreno-Ikari, Robin Watkins, Robert Will.

GUEST: None.

The meeting was called to order at 11:15 a.m. by Dr. Jill Baker, Dean, Business and Technology, Co-chair, in LRC 435. An agenda was previously distributed.

1. Review and Approval of Agenda ().** Baker noted that there has been a change to the membership. This item was added as 2a on the Agenda. It was M/S/C by Jonathan McLeod and Claude Mona to approve the Agenda.

2. Minutes of August 31 (meeting), September 7 (liaison training), October 5 (virtual meeting), November 2 (meeting) and December 7 (meeting). The Minutes of these meetings have been posted online and a link to them was sent to the Committee.

2a. Change in Membership. Baker noted that Monica Romero resigned from the Committee due to other work-related responsibilities. A request will be made to the Classified Senate for a replacement. Ebony Tyree volunteered to serve as the Student Services Co-chair.

3. Feedback on Automation Process. Baker noted an evaluation plan is under development for the next meeting and will be sent in advance for review. She asked for additional feedback. A question was raised about notifications and Baker explained that this is under review for the next cycle.

4. Review of draft Annual and summary Reports ().** Baker reviewed the draft Annual Report. She noted nine of the ten recommendations from the previous report were enacted. The final recommendation, to add the offices of the deans and other administrative-type offices to the process, will be enacted fall 2013. The report notes the status of each recommendation. Discussion followed as to the comments column. Baker noted these comments were downloaded from TaskStream. A question arose about providing a consistent amount of feedback.

Jonathan McLeod noted a correction to the wording “their” to be changed to read “it” relative to the program/service area. A question was raised about the summaries and Baker noted that it is a separate report that will be added to the Annual Report for approval by President’s Cabinet. The summary format will be addressed for the next cycle.

Any changes should be emailed to Palestini by Monday, February 8th for inclusion in the report. The next step involves sending each report to the lead writers for their feedback to add to the report before it is presented to President's Cabinet. Baker invited the Committee to attend President's Cabinet for this presentation.

Discussion followed and it was suggested that the focus should be on the work of the lead writer rather than the feedback from the Committee Liaison Comments column. It was clarified that the Evaluative Summary used standard language previously approved by the Committee whereas the Liaison Comments were the actual comments as entered into TaskStream by the liaisons. It was M/S by Andrew MacNeill and Claude Mona to approve the Annual Report as presented. Discussion followed as to including the liaison comments. The motion was amended by Andrew MacNeill to remove the Liaison Comments from the report and the motion carried with all in favor and one opposed.

The report will be revised and sent to the lead writers. A revised copy of this report along with the summary report will be sent to the Committee.

5. Next Steps.

- **Completion and Approval of Annual Report and Summary Report for approval by program Review Committee by Feb. 8, 2012.** Baker noted the report will be presented to President's Cabinet after this meeting.
- **Annual Report/Presentation to President's Cabinet February 19, 2013.** Baker noted the Annual Report will be presented to President's Cabinet on February 19, 2013.

6. Spring Planning. Baker noted the next steps involve distributing the hard copy requests for resources from last year that are not tied to personnel such as supplies and equipment. Additionally, updated goals will be downloaded from TaskStream. Baker noted the deans were consulted regarding the requests for personnel to ensure all needs were forwarded to resource allocating bodies. It is anticipated that next year's requests can be accessed via TaskStream instead of hard copies. Also, feedback from the allocation committees will be obtained for the next cycle.

7. Flex Credit. Baker provided an update concerning discussion about Flex credit for lead writers. This work is described as over and above other committee or department work that may be part of their workload. A question was raised about Flex credit for this Committee and Baker will follow up in terms of Flex credit for their work as liaisons outside of committee meetings.

8. Roundtable. Kris Clark announced her resignation from this Committee at the end of the spring 2013 semester, noting the opportunity for another faculty to serve on this Committee in her place. Baker announced her transition from the School of Business and Technology to the Office of Institutional Effectiveness. She will continue serving as Acting Dean of the School of Business and Technology until a permanent dean is hired.

9. Adjournment. There being no further business, the meeting was adjourned at 12:15 pm.

Submitted by Caterina Palestini, Senior Secretary,
Ex-Officio Administrative Support
Reviewed and approved by Jill Baker, Co-Chair