

**San Diego Mesa College
Program Review Committee
Meeting Notes**

Friday, February 5, 2016
11:00 a.m. – 12:30 p.m., LRC435

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	Anne Geller
	Madeleine Hinkes, Co-Chair	Bri Hays
	Taj George, Co-Chair	Marichu Magana
	Dina Miyoshi, Co-Chair	Jonathan McLeod
	Ebony Tyree, Co-Chair	Bruce Naschak
		Susheela Narayanan
	Isaac Arguelles	
	Ginger Davis	
Genevieve Esguerra		

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Hinkes at 11:10 a.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item B: Welcome/Introduction:

DISCUSSION	<ul style="list-style-type: none"> Hinkes welcomed the committee members to the first Spring meeting. Isaac was introduced to the group.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item C: Review and Approval of Minutes: Fall 2015 Training Sessions

DISCUSSION	<ul style="list-style-type: none"> Brief notes from all four training sessions outlined the training that was given, along with documenting the attendees.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Post approved minutes on the Program Review website. 	<ul style="list-style-type: none"> Madeleine Hinkes 	<ul style="list-style-type: none"> Before next meeting.

Agenda Item D: Old Business:

DISCUSSION	<p>Report on Fall program review season</p> <ul style="list-style-type: none"> Hinkes gave a brief overview of the Fall work 95 of 96 program reviews were submitted to managers and liaisons on time for preliminary reviews Lead writers had until January 29 to make any edits and submit their work to managers and liaisons for final review Final reviews are due February 11; about one-half are already done
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Track completion of reviews by due date 	<ul style="list-style-type: none"> Madeleine Hinkes 	<ul style="list-style-type: none"> Feb 11

Agenda Item E: New Business:

DISCUSSION	<ul style="list-style-type: none"> Hinkes led off an after-action discussion with a few Powerpoint slides which divided suggestions and recommendations into three groups: Liaisons, The Review Process, and Miscellaneous Liaisons: Is there a better way to recruit? Liaisons should be able to help with how-to-submit questions. How to improve training? Inconsistent levels of assistance. The Review Process: Provide clear instructions (many people seemed to prefer oral rather than written instructions). Label review sections as 'required'. Prelim reviews need to occur soon after submission to allow more time for editing. How can reviewer know if a new goal was submitted? Add Facilities to final checklist. Miscellaneous: Put name of lead writer(s) in the review. Can non-funded requests from previous year roll over? Additional comments from the group: Let reviewers change the programs they review every couple of years. For IE section, make clearer what is meant by 'equity perspective'; assist writers to discuss rather than simply using the word. Final review checklist: titles should match. Workload issues, especially for writers reassigned time for comprehensive years? What happens in Summer Work Group? Hinkes's emails with clips from Handbook were useful. Bri Hays suggested holding a focus group with lead writers.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Confirm Summer Work Group Meeting dates/times. Organize focus group for lead writers for next meeting 	<ul style="list-style-type: none"> Madeleine Hinkes Bri Hays 	<ul style="list-style-type: none"> ASAP For Mar 4

Agenda Item F: Announcements:

DISCUSSION	<ul style="list-style-type: none">
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item G: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> Friday, March 4, 2016, 11:00 a.m. – 12:30 p.m., LRC 435
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item H: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by Hinkes at 12:30 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Submitted by Madeleine Hinkes,
 Approved on: 4 March 2016