

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

Friday, October 6, 2017
11:00 a.m. – 12:30 p.m., LRC435

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	Marichu Magana
	Madeleine Hinkes, Co-Chair	Larry Maxey (excused)
	Jacqueline Collins, Co-Chair (excused)	Jonathan McLeod
	(Bruce Naschak), Co-Chair	Dina Miyoshi
	Genevieve Esguerra, Co-Chair (excused)	Pegah Motaleb (excused)
		Bruce Naschak
	Mark Abajian (excused)	Monica Romero (excused)
	Juan U. Bernal	Saloua Saidane (excused)
	Kevin Branson	Charlie Zappia (excused)
	Paula Gustin (excused)	Administrative Support:
	Bridget Herrin (excused)	Mona King
	Ian Kay (excused)	
	Charlie Lieu	

Agenda Item A: Call to Order: Approval of September 1, 2017 Minutes

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Hinkes at 11:10 am Review and approval of Minutes from September 1, 2017 meeting Draft Minutes were emailed to program Review Committee prior to the meeting for review Minutes were M/S/C by Bruce Naschak and Jonathan McLeod
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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"> Mona King 	<ul style="list-style-type: none"> Before next meeting

Agenda Item B: Continuing Business:

DISCUSSION	<ol style="list-style-type: none"> Faculty Co-chair: <ul style="list-style-type: none"> Bruce Naschak is new Faculty Co-chair Website improvements: <ul style="list-style-type: none"> Need to update staff Have rearranged sequences to put most needed information first You can download the information and data from the PROGRAM REVIEW
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	<p>DATA AND RESOURCES sections</p> <ul style="list-style-type: none"> • Data warehouse is accessible • The data that we have for Student Services is limited to the requests that research team has received in past <p>3. Training and support:</p> <ul style="list-style-type: none"> • Zoom trainings have been added to the website • Training schedule was provided. It has been added to website and within program review modules and will be updated as needed. • Every second Friday is an open work session in SB216 <p>4. 2018-219 Comprehensive Program Review:</p> <p>4A. ACCJC requires program review to discuss: relationship to college mission; learning outcomes and achievement; planning and resource allocation.</p> <p>4B. Comprehensive PR in 2014-15 contained 30 sections; we combined them to 12 sections for 2018-19</p> <ul style="list-style-type: none"> • 1. Submission information • 2. List of faculty /Staff/et al; Include adjuncts? (optional) • 3. Program mission and vision (if any); align with college mission. • 4. Program description (from catalog); strengths, challenges, external influences • 5. Curriculum: Degree and certificates offered, earned; FTEF numbers; curriculum review • 6. CTE (if applicable) Advisory group and labor market • 7. Outcomes assessment (CLO, PLO, SSO,SSPO, AUO) • 8. IE Data analysis (can include other data if available) • 9. Goals, action plans • 10. Close loop on last year • 11. Resource requisitions • 12. Reviews: Liaison, Manager <p>5. Need to update program outcomes in catalog.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business:

DISCUSSION	• N/A
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Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting , November 3, LRC 432 2. Lead Writers Training , October13, SB216
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DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by Hinkes at 12:35 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: Mona King

Approved on: _____

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