

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

Friday, November 7, 2014  
11:00 a.m. – 12:30 p.m., LRC435

<b>ATTENDEES/ PROXIES</b>	<b><i>Steering Committee/Liaisons</i></b>	Ian Kay
	Madeleine Hinkes, Co-Chair	Angela Liewen
	Taj Krumholz, Co-Chair (Excused)	Cesar Lopez
	Dina Miyoshi, Co-Chair	Jonathan McLeod
	Ebony Tyree, Co-Chair	Bruce Naschak
		Toni Parsons (Excused)
	Mark Abajian	Robert Pickford
	Danene Brown	Saloua Saidane
	Ginger Davis	
	Nellie Dougherty (Excused)	<b><i>Liaisons Role Only</i></b>
	Jesus Escudero (Excused)	David Fierro
	Ashanti Hands	Susheela Narayanan
	Bri Hays	

**Agenda Item A: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Hinkes at 11:10 a.m.</li> </ul>
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**Agenda Item B: Welcome/Introduction:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Hinkes welcomed the committee and briefed the group on the proposed agenda.</li> <li>MacLeod motioned to approve the proposed agenda which was approved by the committee by consensus.</li> </ul>
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**Agenda Item C: Review and Approval of Minutes: October 3, 2014**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>October action items were reviewed and discussed to assure completion.</li> <li>The Minutes were M/S/C by McLeod and Kay to approve as is.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Post approved minutes on the Program Review website.</li> </ul>	<ul style="list-style-type: none"> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> </ul>

**Agenda Item D: Old Business:**

<p><b>DISCUSSION</b></p>	<p><b>Updates</b></p> <p><b>Trainings</b></p> <ul style="list-style-type: none"> <li>Overall, there has been a low turnout for all program review trainings. The assumption is that people either know what they are doing or are waiting for the last minute. Hinkes suggested restructuring the training schedule.</li> <li>One-on-one coaching to new lead writers is being provided in the office of Institutional Effectiveness.</li> <li>Camtasia videos (short 1 minute clips) might be helpful to add to the program review website so people can view trainings at their convenience.</li> <li>Survey lead writers to find the best times to offer trainings to better serve the campus community.</li> <li>Friday trainings are an issue. A suggestion is to move the trainings to a late afternoon or early evening.</li> <li>Administrators are currently being trained with their program reviews; “they feel our pain.”</li> </ul> <p><b>Website</b></p> <ul style="list-style-type: none"> <li>The Program Review purpose section has been updated on the website as per the committee’s feedback.</li> <li>Hinkes also shared the other updates on the page as requested by the committee from past meetings.</li> <li>One section, titled “Links” does not have anything in it. Most of the links related to the program review process are reflected on the front page of the program review website.</li> <li>Naschak commented about the Goals and Objectives piece of program review. Although the PowerPoint that is posted on the website is helpful, there are still a lot of steps to respond to this specific section. It takes about 15 minutes to do one goal. Inquiry was to see if there was an easier way to do this piece.</li> <li>A suggestion was to add a “what is new” blurb for lead writers to share what is different for the current program review cycle. (i.e. this year we are doing a comprehensive review; process seems lengthier because questions were separated out)</li> <li>Saidane expressed concern as to why the Taskstream workspaces do not “talk with each other”. The process seems duplicative because this year’s cycle requires programs to respond to SLO questions in their program reviews even though the campus, as a whole, is already doing</li> </ul>
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	<p>program/course SLO assessments in their assessments workspace in Taskstream. This has been an issue with the Taskstream software.</p> <p><b>Liaison Training</b></p> <ul style="list-style-type: none"> <li>Liaison training will occur at the December 5<sup>th</sup> meeting; a complete “walk through” of the liaison role will be presented. Liaisons will be required to review their assigned lead writer’s program reviews after the January 30<sup>th</sup> submission.</li> <li>Liaison evaluation guides for the different divisions were provided and are already posted online on the program review website.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Check CurricUnet report for Teacher Education. Toni Parsons is the point of contact for this.</li> <li>Add lead writer templates (word/excel) to the Program Review website.</li> <li>Invite lead writers to the December 5<sup>th</sup> meeting which will be specifically geared towards liaison training.</li> </ul>	<ul style="list-style-type: none"> <li>Madeleine Hinkes</li> <li>Ginger Davis</li> <li>Ginger Davis</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting.</li> <li>Before next meeting.</li> <li>Before next meeting.</li> </ul>

**Agenda Item E: New Business:**

<p><b>DISCUSSION</b></p>	<p><b>Liaison Concerns/Issues</b></p> <ul style="list-style-type: none"> <li>The October soft deadline for the first draft to be completed by lead writers was not helpful.</li> <li>Liaisons reached out to lead writers with little response.</li> <li>A suggestion was to add hard deadlines for lead writers to touch base with their liaisons.</li> <li>Through the course of supporting lead writers, if liaisons do not know an answer, they are encouraged to contact the Office of Institutional Effectiveness for guidance.</li> <li>Naschak thanked the Office of Institutional Effectiveness for providing updated SLO Assessment reports. Davis added that she is working individually with lead writers who have stated SLO content is missing.</li> <li>Administrative Units outcomes for managers/supervisors, in some cases, will link to some or all ILOs or just to the campus strategic goals.</li> <li>Add notation in the module for CTE only questions.</li> <li>There is a lot of front end labor in Taskstream this year. This should support the next 2 years so that the process for lead writers will be less labor intensive. Unfortunately, this is how Taskstream allows us to use their system.</li> </ul> <p><b>Exploring Campus Labs Modules</b></p> <ul style="list-style-type: none"> <li>Developed by Faculty.</li> </ul>
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	<ul style="list-style-type: none"> <li>Working with this company to see if Campus Labs, an assessment and planning tool, is a fit for Mesa. They have worked with other organizations that use Taskstream and are familiar with the issues of Taskstream in an Institutional setting.</li> <li>The representative will use current data provided as an example to see what it will look like in the new software.</li> <li>Campus Labs has several different products including compliance tools to assist with supporting accreditation, program review, etc. This product is prevalent on the east coast.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Provide an update with research on Campus Labs.</li> </ul>	<ul style="list-style-type: none"> <li>Madeleine Hinkes and Bri Hays</li> </ul>	<ul style="list-style-type: none"> <li>By next meeting.</li> </ul>

**Agenda Item F: Announcements:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Program Review due in 84 days</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item G: Next Meeting(s):**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Friday, December 5, 2014, 11:00 a.m.-12:30 p.m., LRC435</li> </ul>
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**Agenda Item H: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was adjourned by Hinkes at 12:01 p.m.</li> </ul>
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Submitted by Ginger Davis, Senior Secretary,  
 Ex-Officio, Administrative Support  
 Approved on: 12/5/14