

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

November 3, 2023
Zoom ID: 819 9309 6383
1:00 p.m. to 2:30 p.m.

Attendees

Hai Hoang, Catherine Cannock, Bruce Naschak, Rachel Russel, Lorenze Legaspi, Mark Abajian, Kimberly Mills, Eliza Rabinovich, Dina Miyoshi, Rachel Russel, Katie Palacios, Michael Cox

Absent: Howard Eskew, Ayana Woods, Yuka Brown, Linda Hensley,

Continuing Business

1. **Meeting called to order at 1:05 p.m. by Hai Hoang**
2. **Approval of minutes from [October 6, 2023](#).**
 - Approved - 11.3.23
 - Motioned - Lorenze Legaspi
 - Second - Hai Hoang
 - Abstain - Rachel Russel and Michale Cox
3. **Program Review - Updates**
 - The Committee discussed feedback on clarifying what is needed to be done for Program Review
 - Idea: a one-page guide with basic due dates and information that Deans and department chairs to distribute to their faculty. Liza Rabinovich's summary in the email would be sufficient.
 - The committee felt that emails may not necessarily be the best way to distribute information.
 - To get access to different areas within program review, committee members need to contact Eliza Rabinovich and let her know which course they need access to.
4. **CHP and BARC Updates**
 - The committee discussed whether we should include a question regarding whether the request is an increase in FTE's or if it is a new position, how to frame it, and where to include it. Eliza Rabinovich shared the Nuventive site and where we could add the question. The chairs/IE will connect with Joel / Nuventive to confirm the technology and how to add that question
 - VP Legaspi clarified information regarding BARC.
 - [Budget Allocation Recommendation Committee - FAQs.docx](#)
 - BARC will be allocated \$150,000 annually, which is typically how much we spend

- Previously, BARC would wait until the end to see how much they had left to spend. Now the money will be allotted upfront.

1. **Nuventive updates**

- Eliza Rabinovich will be meeting with IT team to identify a way to add users to the site.

2. **Evidence for Resource Request**

- Nuventive does not allow adding evidence in the body of the text. Dean Hoang suggested a temporary solution: we can upload the evidence to a Google Drive or One Drive and drop the link in the body of the text. In addition, we can describe the data in the text too.
- Dean Hoang will check in with Isabel O'Connor and Andrew Hoffman regarding the need of FHPs for extra evidence/data to support the resource request

New Business

1. **Annual Integrated Planning Survey**

- The committee reviewed the draft of the Annual Integrated Planning Survey 2023 – 2024
- The committee will review the survey again at the next meeting

2. **Integrated Planning Calendar**

- The committee reviewed the [Integrated Planning Calendar](#) and made updates to it.

Action Items

Next Meeting

February 2, 2023

[Meeting Schedule](#)

Reminders

[Training Schedule](#)

[Nuventive training videos](#)

Nuventive access: Access is through the direct [website](#), or on [Mesa's Program Review website](#), log in with SDCCD email credentials.

Adjournment

Meeting adjourned at 2:50 p.m. by Hai Hoang

Minutes

Submitted by: Catherine Cannock

Approved on: December 1, 2023

