

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

September 1, 2023

Zoom ID: 819 9309 6383

1:00 p.m. to 2:30 p.m.

Attendees

Hai Hoang, Erika Higginbotham, Lorenze Legaspi, Dina Miyoshi, Linda Hensley, Bruce Nachak, Rachel Russel, Ellen Engels, Howard Eskew, Liza Rabinovich, Catherine Cannock

Continuing Business

1. Meeting called to order by Dean Hoang @ 1:10 pm
2. Approval of [minutes from 5/5/2023](#)
 - Approved 9/1/23
 - Motioned - Dina Miyoshi
 - Seconded - Erika Higginbotham
3. Program Review
 - Reviewed program review purpose: to facilitate the continuance improvement of teaching and learning at Mesa College as we strive to fulfill our mission as an institution.
4. Reviewed Communication Expectations
 - Dean Hoang reviewed the committee's communication expectation, which is to establish a two-way communication system: bring information from PRSC to everyone's respective constituent group/area/department and bring the thoughts/feedback from the various groups to PRSC meetings.
5. Program Review [Training Schedule](#)
6. Sneak Peak of Nuventive workgroup training (Rabinovich)
 - Training videos for Nuventive should be out soon
 - Playlist: [Nuventive training videos](#)
7. Approval of [Program Review Timeline](#)
 - Approved 9/1/23
 - Motioned - Hensley
 - Seconded - Naschak

New Business

1. [Program Review Kick off](#)
 - a. Reviewed Nuventive [Training schedule](#)

- b. Nuventive access
 - i. Access is through the direct [website](#), or on [Mesa's Program Review website](#), log in with SDCCD credentials.
 - ii. Answered questions about multi factor authentication; one on one support is available upon request
2. Reviewed [Membership 2023-2024.docx](#)
 - a. Edits were made to Ellen Engels as the rep for CHP
 - b. Clarification is needed about how many instructional faculty reps are needed
3. Reviewed [2023-2024 Meeting Schedule](#)

Action Items

1. Edit the Program Review page to highlight the Nuventive button - Done
2. Clarify number of Faculty representation necessary for committee membership – 12
3. Reach out to Academic Senate, Classified Senate, and Associated Students regarding committee representation – In Progress

Next Meeting

October 6, 2023

Reminders

Adjournment

Meeting adjourned at 2:05 by Dean Hoang

Minutes

Submitted by: Catherine Cannock

Approved on: October 6, 2023