

San Diego Mesa College

Meeting Notes

February 3, 2023

1:00 – 2:30 PM, via Zoom

ATTENDEES	
Co-Chairs	Faculty
Hai Hoang – IE	Mark Abajian – Business and Technology
Erika Higginbotham – DSPS/ Student Services	Bruce Naschak – Humanities
Lorenze Legaspi – BARC / Admin Services (absent)	Michael Cox – Curriculum (Absent)
Dina Miyoshi – Instruction	Kimberly Mills – HS & PS(Absent)
	James Hinton – Math and Science
Administrators	Alison Gurganus – LRAS
Linda Hensley – Humanities	John Crocitti – AS Pres/Designee
Leticia Diaz – Student Equity (absent)	Jake Portugal – ES, Health, Dance & Athletics (absent)
	Alex Berry, Rachel Russell – CTE
Classified Professionals	Arts & Languages – VACANT
	Student Affairs – VACANT
Joel Arias – Admin Services (absent)	Student Development – VACANT
Instruction – VACANT	Janue Johnson (Absent)
Olivia Picolla – Student Services (absent)	Committee Reps
Anda Mc Comb	Alex Berry – Strong Workforce
Students:	Isabel O'Connor – FHP
	Ellen Engels – CHP (absent)
Administrative Support	Lorenze Legaspi – BARC
Gity Nematollahi	Howard Eskew – Pathways
	Liza Rabinovich – Outcomes
Guest: N/A	Anda McComb

Agenda Item A: Call to Order: Approval of October 14, 2022, Minutes

DISCUSSION:
<p>1. Approval of December 9, 2022, Minutes.</p> <p>a. Last meeting’s minutes were not available for approval, the members decided to approve the agenda instead.</p>

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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1. Post approved minutes to the PRSC website	1. Gity Nematollahi	1. Before the next meeting
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Agenda Item B: Continuing Business

DISCUSSION:
<p>1. <u>PR timeline</u> (Objective: Committee Approval)</p> <ul style="list-style-type: none"> We are providing a timeline for the committee approval This is not that different from what we had talked about at the last meeting, just some minor changes. We are adding the “Resource Request Form” and “Trainings” as discussed before John Crocitti: FHP Committee has scheduled 2 workshops: 02/24/23 and 03/09/23 which are closely related to Program review. Training times have not been announced yet. This can be added to the email on Feb 13 with other training dates. John Crocitti will inform us about the time and more details next Friday. The dates for template, when to be sent to the dean, etc... are in the timeline. The Resource Request deadlines are somewhat different. These dates are the latest deadlines, if you finish early, please do send your requests early. Erika Higginbotham motioned to approve; John Crocitti seconded it. The PR Timeline got approved by 11 present members, no one opposed.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> John Crocitti will provide us with more details and the times of the FHP trainings 	<ul style="list-style-type: none"> John Crocitti 	<ul style="list-style-type: none"> 02/10/2023 - done

Agenda Item C: New Business

DISCUSSION:
<p>1. <u>PR template</u> (Objective: informational)</p> <ul style="list-style-type: none"> A link at the top was not working due to the transition to the new software. It has already been fixed. Suggestion: adding a link for Mesa 2030 under other resources on the top of the page. <ul style="list-style-type: none"> Resolution: Link was added during the meeting Suggestion: Adding the last comprehensive review we did in task stream. 3 years of comprehensive review are posted in the archives. We should add a link to the archives here for reference. <ul style="list-style-type: none"> Resolution/Action item: Add the comprehensive review archives to the PR Template. The minor Changes: we have separated out the resource. All other content is the same.

- All the questions here in this form are not rubric, some are just for information. If we don't have this information, we cannot sort them in the back end. For example, unit goal, action plan...
- Suggestion: Faculty hiring request needs to be referred to in the action plan in PR template. For the people have do not have access to the information in program review
 - Resolution/Action Plan: Adding extra direction on the top of the form, even though we do have the unit goal question

2. PR template submission Process

- [Link to PR template submission](#)
- Suggestion: Clarify that this is only for resource request.
 - Resolution: Added info on top of the page during the meeting and add the link for other request forms
- Suggestion: Clarify what the attachment file should be? doc or dox.
 - Resolution: Added example information about the file format to the request form
- The lead writers please ask your manager to review the form before submitting
- Suggestion/Action Item: Hai updating the PCAB and asking President for some time

3. Training timeline (Objective: informational)

- We are missing some dates and times for the FHP training suggested by John
- The flex numbers are ready
- Please share the training timeline with your departments.
 - Suggestion/Action item: Add the link to the website and the email update
- Suggestion: adding in-person trainings
 - Action Item: Anda will look into adding in-person training.

4. Review BARC timeline (Objective: informational)

- The BARC training will be via zoom and in-person.
- We are not going to be purchasing any of these items until July first, so whatever is approved by BARC given this new timeline for this year will be purchased July after July one

5. FHP Leads availability for PR workshop on the week of March 20th (objective: informational)

6. Update to campus on Feb 13 email

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
Adding the comprehensive review archives to the PR Template.	Anda	<ul style="list-style-type: none"> • Done
Emailing update to Mesa Campus-include the training timeline, link to resources, contact information...	Hai /Dina	<ul style="list-style-type: none"> • Done on 02/13/2023
Adding extra direction on the top of the form	Hai	<ul style="list-style-type: none"> • Done
Adding the links for other request types to the Resource Request Form	Hai	<ul style="list-style-type: none"> • Done
Update about PR at PCab and Exec	Hai	<ul style="list-style-type: none"> • Updated on Feb 6 Exec and Feb 7 PCab
Adding an in-person training	Anda	<ul style="list-style-type: none"> • 2/13/2023, done

Agenda Item D: Announcements/ Adjournment

DISCUSSION:
<ol style="list-style-type: none"> 1. Thank you everyone for your support! 2. Next meeting: March 3, 2023 3. Meeting Schedule 2022-23 4. Hai Hoang adjourned the meeting at 2:15 p.m.

Submitted by: Gity Nematollahi

Approved on: 03/03/2023