

# SAN DIEGO MESA COLLEGE

## Program Review Steering Committee Minutes

Friday, April 5, 2024

Zoom ID: 819 9309 6383

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

### Attendees:

Liza Rabinovich, Dina Miyoshi, Leticia Diaz, Sahar Mona King, Yuka Brown, Mark Abajian, - Bruce Naschak, Rachel Russell, Linda Hensley, Yuka Brown, Renata

**Administrative Support:** Mona King

### A. Call to Order

- The meeting was called to order by Dina Miyoshi, Committee Chair at 1:07 PM

### B. Approval of March 1, 2024, Minutes

- **Motion:** The motion for the approval of the minutes from 03/01/2024, was presented by Linda Hensley
- **Seconded by:** Rachel Russell.
- **Abstention:** N/A
- **Opposed:** N/A
- **In Favor:** with 8 votes in favor.
- **Approved on:** 04-05-2024

### C. Continuing Business

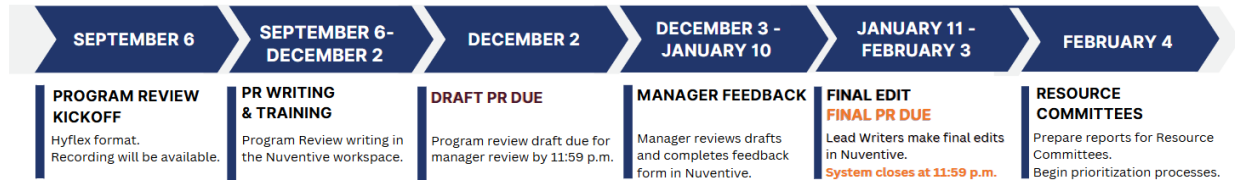
1. Update from committee members
  - N/A
2. Update from co-chairs:
  - a. Program Review 23/24 summary report:
    - i. Liza Rabinovich shared the report, which analyzes data from the summary and reflection sections of past program reviews to identify trends. The report includes anonymous highlights and challenges noted by lead writers, efforts to ensure student access and equity, and notable aspects from the program review cycle.

- ii. IE research assistant is currently compiling data from Nuventive for the current cycle's report. The goal is to post this new report on the website by the end of the semester.
    - iii. Efforts are being made to archive all program review data from the 2023-2024 cycle on the website
  - b. Reminder to the Resources Committees about their timeline for 2025
    - i. Although there were no representatives from the resource committees present at the meeting, updates were provided by the PR chairs. The resource committees, including CHP, FHP, and BARC, have presented their recommendations to the President's Cabinet for a second reading.
    - ii. Current Status: The final lists of recommendations are currently under review by the President, and decisions will be shared at the upcoming PCAB meeting
    - iii. Importance of Timelines: It was restated that all resource committees should be reminded of the importance of adhering to the established timelines for the 2024-2025 cycle, to ensure smooth progress and preparation for upcoming Program Review
  - c. [Committee Membership](#)
    - i. Current Gaps: There are vacant positions in the committee, particularly in student and classified areas.
    - ii. Representation Discussions: There was a discussion about whether committee members need to come specifically from student services or if broader representation from each school or area is sufficient.
    - iii. Faculty Concerns: Concerns were raised about maintaining a strong faculty voice on the committee, especially in light of accreditation requirements and the historical faculty focus of program reviews.
    - iv. Clarification Sought: Queries were made about the appropriate representation structure, with suggestions to possibly reframe membership to include broader areas rather than specific schools.
    - v. Outreach Plans: Plans to reach out to specific individuals for representation in student services and student development were discussed, emphasizing the need to advocate and recruit effectively to fill the vacant positions.
- 3. Update from the resource committees: no report

4. Program Review Feedback Survey: preliminary data and next steps
  - i. The survey is still open, and responses continue to be collected. As of the meeting, there are 42 responses, up from 6 at the first meeting.
  - ii. No significant issues have been identified so far. The survey has highlighted some logistical challenges, like training sessions on Fridays being difficult for student services staff.
  - iii. Additional results and analysis of the survey will be discussed in the May meeting. The feedback includes suggestions for practical tools such as checklists to assist managers in providing comprehensive feedback.
5. Discussion on potential modifications to PR questions and Nuventive update
  - i. Discussed enhancing the integration of outcome data in PR processes without increasing the workload for lead writers. A side-by-side display feature in Nuventive allows lead writers to access relevant outcome data directly.
  - ii. Avoiding Duplication: Emphasized minimizing repetitive work by allowing lead writers to reference data from outcome reports directly within the PR framework, instead of re-entering it.
  - iii. Proposed Changes to PR Questions: Suggested adjustments to PR questions to better align with the available data and insights from outcome reports, such as adding dropdown options to reflect the review status.
  - iv. Future Reporting and Updates: Discussed how to handle updates and reporting in the Nuventive system, considering the ongoing 4-year cycle. Proposed adding specific sections for yearly updates to maintain clarity and continuity across reporting periods.
  - v. Training and Guidance: Highlighted the need for targeted training for users on how to effectively use the updated system and manage their entries without overwriting previous data.
  - vi. Draft Development: Plans to develop a draft update to the review questions incorporating an optional narrative section and additional questions related to outcomes, which will be presented at the next meeting.

#### **D. New Business**

- Draft of Program Review [24/25 timeline](#)
- Future Scheduling: Discussed the committee schedule for the upcoming year and confirmed the continuation of current settings, including meeting times and the use of Zoom for remote participation.
- Approval of timeline by next meeting



- [Meeting Schedule 2024-2025](#)
- Future Scheduling: Discussed the committee schedule for the upcoming year and confirmed the continuation of current settings, including meeting times and the use of Zoom for remote participation.

#### E. Follow-up on action Items from the last meeting

#### F. Announcements/Adjournment

#### G. Resources

- [Program Review Resources page](#)
- [Program Review Training Schedule](#)
- [Membership 2023-2024](#)
- [2023-2024 Meeting Schedule](#)
- [Deliverables for 2023-2024](#)

#### H. Next Meeting

- May 3, 2024