

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

Friday, April 10, 2020
1:00pm p.m. – 2:30 p.m. , Zoom

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	
		Pegah Motaleb (excused)
	Bridget Herrin , Co-Chair	Isabel O'Connor
	Lorenze Legaspi, Co-Chair	Monica Romero
	Bruce Naschak, Co-Chair	Vang Thao
	Erika Higginbotham Co-Chair	Ellen Engels
	Mark Abajian (excused)	Manuel Velez
	Juan U. Bernal	
	Kevin Branson (excused)	Helena Almassy
	Andrew Hoffman (absent)	Mona King
	Chris Kalck	Anda McComb
	Ian Kay	
	Larry Maxey	Guest:
	Dina Miyoshi	Fredrick Kasule

Agenda Item A: Call to Order: Approval of February 7, 2020 Minutes

DISCUSSION	<ul style="list-style-type: none"> • Approval of March 6, 2020 Minutes. • Minutes were M/S by Erika Higginbotham and Ian Kay and approved.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post approved minutes on the Program Review website. 	<ul style="list-style-type: none"> • Mona King 	<ul style="list-style-type: none"> • Before next meeting

Agenda Item B: New Business

DISCUSSION	<p>1. PRSC Membership and PR Process Proposal Doc</p> <ul style="list-style-type: none"> ➤ Program Review Steering Committee Membership Proposal for the 2020-2021 Academic Year <ul style="list-style-type: none"> • Description <ul style="list-style-type: none"> ○ Edited from the 2014 Handbook (pg. 3-4) ○ Reviewed Proposal Document developed by Bridget Herrin ○ The committee agreed in concept to the proposed changes to the 2014 version of the committee objective, charge, and membership.
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- Bridget will bring back a revised version at the next meeting

2. Resource Forms

- The intention of this conversation for the Program Review Steering Committee is to try and align the forms and the rubrics in a way that reduces redundancy for writers and aligns under common values.
 - Classified Hiring Priorities (CHP) committee are in mid-discussion about changing the rubric.
 - CHP are trying to make the rubric clearer in terms of equity and will add a question in the request portal directly addressing equity.
 - Faculty Hiring Priorities Committee (FHP) has agreed to form an ad-hoc sub-committee to review the FHP Scoring process and develop suggestions for the next year. The ad-hoc committee was specifically asked to address the following:
 - Reassessment of the current rubric and scoring scale and consider other possible rubrics.
 - Look at other colleges' rubrics for examples.
 - Consider that instructional non-classroom programs like librarians and tutoring and non-instructional programs in student services like counseling have different data.
 - Inclusion of equity considerations within the rubric.
 - Exploration of Program Review abstracts as tools of the process
 - Consideration of processes for multiple positions from one program and for multiple requests for the same position.
 - The finalized rankings and the rubric will be presenting at PIEC and PCab.
- Bridget Herrin suggested: Generate answers that are around the same values and having the same rubric across the three forms. The rubric would speak to the values of the college.
- Lorenze Legaspi suggested: Look to where there are similarities in the rubrics and then we can ask one question. This is so lead writers don't have to input that three different times, but not do everything all at once.
- Bridget Herrin suggested: Program Review Workspace should revolve and explicitly address equity and excellence in some ways. Ask a question that's fairly open to give people space to talk about what equity and excellence means and their department.
- Including a definition of equity in the Program Review Workspace.
- Recommendation: Have three steps for the analysis of equity:
 - What am I currently doing?

	<ul style="list-style-type: none"> ○ What do I want to be doing? What I wish my department (or space) looked like in an ideal world? ○ What do I need to get there? (This is where programs get routed to the resource forms.) <ul style="list-style-type: none"> ➤ Should a question be developed in Program Review to ask about how COVID-19 is impacting each program? ➤ Recommendation: Have a Workgroup create a Proposal of the draft questions in Taskstream for Program Review 2020-2021. The Proposal will be presented at Program Review Steering Committee on May 8 for review. ➤ Work group: Bridget Herrin, Larry Maxey, Bruce Naschak, Ian Kay, Monica Romero, Anda McComb, Mona King. ➤ PR Process Proposal Doc <p>3. Process Changes and Timeline for 2020-2021</p> <p>4. Brief summary of the HSI in equity analysis by Fredrick Kasule</p> <ul style="list-style-type: none"> ● Program Review for Student Services ● Equity/Inequity in Course Success Rates? ● For one question: Are there patterns of inequity in your program's success rates? 80% responded "Yes". ● There was more inequity in Course Success Rates for Latinx and African American students. ● There was less inequity in Course Success Rates for White and Asian Students. ● Ethnicities which had no equity gaps in Course Success Rates ● Factors that most positively impact Student Success Rates: <ul style="list-style-type: none"> ○ Being Student-Centered ○ Collaboration with Campus Support Groups ○ Proactive Advising ○ Tutoring & Counseling support ○ Increased Staffing /Prof.Dev. ○ Hiring Ethnically Relatable Staff ○ Motivated Students ○ Collaboration with Outside Groups ○ Changes in Procedure ● How Our Program Contributes to Mesa's HSI's Identity: <ul style="list-style-type: none"> ○ Culturally Sensitive Instruction ○ Maintained Benchmark Enrollment ○ Increased Collaboration with Outside Groups ○ Involvement in Hispanic Campus Events ○ Promoting Mesa College in the Community
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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• Post IP Survey results	• IE Office	• May 6, 2020
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Agenda Item C: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting May 8, 2020 2. Bridget Herrin adjourned the meeting at 2:20 p.m.
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Submitted by: (Mona) Sahar King
 Approved on: _____

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