

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

Friday, May 8, 2020
1:00pm p.m. – 2:30 p.m. , Zoom

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

Agenda Item A: Call to Order: Approval of April 10, 2020 Minutes

DISCUSSION	<ul style="list-style-type: none"> • Approval of April 10, 2020 Minutes. • Minutes were M/S by Ian Kay and Manuel Velez and approved. • A new guest observed the committee: Christine Sanchez.
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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. Process Changes and Timeline for 2020-2021 academic year</p> <ul style="list-style-type: none"> ○ In the previous Program Review meeting, we established a small Workgroup of Program Review members to get together and draft a proposal for the upcoming platform in Taskstream for the 2020-2021 academic year. ○ Recommendation passed from the PIE Committee to the President’s Cabinet: Program Review requirement for the annual update is suspended for the 2020-2021 academic year.
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	<ul style="list-style-type: none"> ▪ President’s Cabinet has accepted the recommendation. <p>2. What critical items need to be included in Taskstream?</p> <ul style="list-style-type: none"> ○ Proposal of the Workgroup of the Program Review Committee: <ul style="list-style-type: none"> ▪ Taskstream will have no required content for the 2020-2021 academic year. ▪ Roll over the Goals as a reference, but not requiring any updates or any input of data into Taskstream Workspace for the 2020-2021 academic year. ▪ Include one optional textbox to provide any feedback for reflection/updates. <p>3. What does this mean for this committee for 20/21?</p> <ul style="list-style-type: none"> ○ Our focus will be to integrate Program Review into long term planning cycle. ○ Historically, all the Fall meetings were utilized for trainings. Propose to shift to regular meetings on the first Friday of every month. ○ Our first meeting in Fall will be focused on the Program Review committee membership and include the co-chair members from FHP, CHP, and BARC. <p>4. BARC/CHP/FHP resources forms</p> <ul style="list-style-type: none"> ○ In the 2020-2021 academic year BARC/CHP/FHP Resource Forms will be closed and the 19/20 lists will be carried over ○ A link will be provided in Taskstream as a reference. ○ There will be a process for emergency resource needs. More updates to come.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item C: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting September 4, 2020 2. Bridget Herrin adjourned the meeting at 1:40 p.m.
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Submitted by: (Mona) Sahar King

Approved on: _____