

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

Friday, September 4, 2020  
1:00pm p.m. – 2:30 p.m., Zoom

<b>ATTENDEES/ PROXIES</b>	<b>Co-Chairs:</b>	<b>Faculty:</b>
	Bridget Herrin	Mark Abajian
	Erika Higginbotham	Juan U. Bernal
	Lorenze Legaspi	Kevin Branson
	Bruce Naschak	Andrew Hoffman
		Chris Kalck
	<b>Administrators:</b>	Dina Miyoshi
	Linda Hensley	Pegah Motaleb
	Larry Maxey	Michael Cox
		James Hinton
	<b>Classified Professionals:</b>	<b>Consultants:</b>
		Monica Romero
		Isabel O'Connor
		Ellen Engels
<b>Administrative Support:</b>	Manuel Velez	
Mona King	Anda McComb	

**Agenda Item A: Call to Order: Approval of May 8, 2020 Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Approval of May 8, 2020 Minutes.</li> <li>• Minutes were M/S by Bruce Naschak and Erika Higginbotham and approved.</li> <li>• A new member joined the Committee: Jamie Hinton</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• Post approved minutes on the Program Review website.</li> </ul>	<ul style="list-style-type: none"> <li>• Mona King</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting</li> </ul>

**Agenda Item B: Continuing Business**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>▪ <b>Review Handbook</b> <ul style="list-style-type: none"> <li>○ <b>Membership</b></li> </ul> </li> <li>▪ Redesigning Program Review (PR) membership to be more prescribed around how we get representation across campus and have representation from different programs</li> </ul>
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and initiatives.

- Proposing to add CTE faculty rep for PR committee to make sure that there is a CTE voice in PR committee.
  - Proposing to have one faculty rep from each school plus one additional person who specifically represents CTE.
  - The goal is to identify the faculty and then the school that they represent.
- That would increase the faculty reps to 11.
- CO-chairs would be pulled from the membership.
- Membership proposal recommendation M/S by Monica Romero and Lorenze Legaspi and approved.
- Membership proposal will go to PIEC and then to P-Cab for approval.
  - [Membership proposal](#)
  - **Charge and Process**
- We are in the process of revising the charge in PR.
- Historically this is the charge layout:
  - PR committee was designed to report up to PIEC and P-Cab
  - We see a clear connection to the planning and institutional effectiveness committee within the context of this year
  - There's an explicit connection to the Mesa2030 Task Force.
- PR Committee needs to have clear connections to the three resource groups:
  - Faculty Hiring Priorities Committee (FHP)
  - Classified Hiring Priorities Committee (CHP)
  - Budget Allocation Resource Committee (BARC)
- Previously, those relationships were informal
  - PR committee trying to formalize through representation on this committee and also report out to the above mention groups (FHP, CHP, and BARC).
- Program Review Cycle for 2020/2021 Academic year is on pause.
- Historically PR had a Comprehensive Program Review:
  - In the comprehensive PR, programs to took a deeper dive into their program mission and review of awards, degrees and certificates and develop goals for the cycle.
  - Annual updates reporting progress towards the goals are completed.
- The new developments for PR:

	<ul style="list-style-type: none"> <li>○ In light of the development of Mesa2030, we are looking at revising that structure of PR and aligning the PR with the 10-year plan.</li> <li>○ Perhaps the objectives that will become part of a five year plan a short-term plan.</li> <li>○ Rather than having a comprehensive PR, we might consider doing regular annual updates <ul style="list-style-type: none"> <li>○ Use the 5<sup>th</sup> year instead to map new objectives for the next 5 years.</li> <li>○ Then overall we get a 10 years plan.</li> </ul> </li> <li>▪ <b>Goals for the year and the handbook</b> <ul style="list-style-type: none"> <li>○ We used the handbook from 2014 as starting point for revision</li> <li>○ The goals for academic year are: <ul style="list-style-type: none"> <li>○ put together a clear handbook that would outline the process of program review</li> <li>○ Have the PR Cycle defined explicitly with clear connections to other groups on campus (eg. FHP, CHP and BARC).</li> <li>○ The handbook PRC will develop in this group make their way to IPGG and we can have one document that outlines our cycle and everting that connects to five years plan and 10 years plan.</li> <li>○ Completed a google doc activity where each member also input goals. Document linked below.</li> <li>○ Bridget to synthesize into meaningful action statements and brings draft back to next meeting <ul style="list-style-type: none"> <li>• <a href="#">Handbook</a> <ul style="list-style-type: none"> <li>○ <a href="#">Goals for this year</a></li> </ul> </li> </ul> </li> </ul> </li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Draft goals using Google doc input	• Bridget Herrin	• October 2

**Agenda Item C: New Business**

<b>DISCUSSION</b>	<p><b>1. Review of Workspace for 2020/21 in Taskstream</b></p> <ul style="list-style-type: none"> <li>○ An optional space was created for folks to submit any updates or reflections from their respective program.</li> <li>○ The IE office will send a reminder that the optional workspace is</li> </ul>
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	<p>available.</p> <ul style="list-style-type: none"> <li>○ Workspace for 2020/21 in Taskstream were approved by PRC.</li> </ul> <p><b>2. Update on Mesa2030</b></p> <ul style="list-style-type: none"> <li>○ First meeting for task force was last week. The consultants walked us through an updated timeline extending the development of the plan out to May allowing for more time.</li> <li>○ Interviews were conducted in Spring with schools. Another set of interviews will be done this Fall and will include Admin services and President’s office.</li> <li>○ Campus survey will be administered to both employees and students this Fall</li> <li>○ A community survey will be administered to community partners</li> <li>○ Mesa 2030 is working out logistics for a series of student focus groups.</li> <li>○ Part of the Mesa2030 goal for this Fall is to develop our goals. <ul style="list-style-type: none"> <li>i. Those goals will then get forward to P-Cab and the Board before the end of the Fall semester.</li> <li>ii. As a result, PIEC will take those goals and start in the spring to develop a five-year plan.</li> <li>iii. Those goals will then also get pushed to program review to include in our Program Review Process</li> </ul> </li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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**Agenda Item D: Announcements/Adjournment:**

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

Approved on: \_\_\_\_\_