

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

Friday, March 05, 2021
1:00pm p.m. – 2:30 p.m., Zoom

ATTENDEES/ PROXIES	Co-Chairs:	Faculty:
	Bridget Herrin - Institutional Effectiveness (IE)	Mark Abajian - Business and Technology
	Erika Higginbotham - DSPS	Kevin Branson - Technology Services
	Lorenze Legaspi –BARC (excused)	Chris Kalck – Student Services (excused)
	Dina Miyoshi – Social Behavioral Science	Bruce Naschak – Humanities
		Pegah Motaleb – English (excused)
	Administrators:	Michael Cox – Curriculum
	Linda Hensley - Humanities	James Hinton – Math and Science
	Larry Maxey – Student Equity	Janue Johnson- LRC
		Committee Representatives:
		Monica Romero – Strong Workforce
	Classified Professionals:	Isabel O'Connor – FHP (excused)
	Mona King (excused)	Ellen Engels – CHP (excused)
	Anda McComb- IE	Manuel Velez – FHP (excused)
	Administrative Support:	Students:
Mona King – IE (excused)		

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> Approval of February 05, 2020 Minutes. Minutes were M/S by Linda Hensley and Michael Cox 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: Continuing Business

DISCUSSION	<ol style="list-style-type: none"> 2021-22 Program Review COVID-19 Reflection Questions <ol style="list-style-type: none"> Objective: Finalize the Program Review 2021-2022 Plan: Approve the Program Review Questions and then pass to the IE team. <ul style="list-style-type: none"> IE team responsible for creating workspace in Taskstream. Regarding Program Review 2021-2022 Reflection Questions:
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- For the 3rd question (Policy or Practice):
 - we wanted to give respondents the opportunity to not only share things that might have happened within their respective department, but also what happened campus-wide.
 - Using the word “Policy” as terminology for the lead writer to write about whatever they thought was important.
 - i. Suggestion: Just eliminate the word “policy” throughout the document and replace with the word “practice”.
 - Suggestion: Split internal changes and college-wide changes into two different questions. The lead writer can then have the opportunity to speak on both aspects separately.
- For the 5th question (Resources):
 - There will be a COVID related funding form in addition to normal processes
 - In 2021-2022 cycle BARC-FHP-CHP funding form will be available.
 - The funding source is depending on timeline of PR
 - If timeline starts in August the CARES Act fund is used
 - If timeline starts in Spring, BARC funding will be coming from the usual general fund.
 - A new form is available for anyone who would like to request resources that are related to COVID.
 - Link available in the Taskstream space to the new form.
- For all questions:
 - Leave the questions broad:
 - Suggested question: “What changes have you implemented that you would like to change or improved since last PR?”
 - Suggestion: Replace the word “change” with the word “practice”.
- For 1st and 2nd questions: Examples can be given to what may be considered as changes in online vs. face-to-face experiences
- The Program Review 2021-2022 Reflection Questions (linked above) have been approved by PRSC.

2. PR 2021-22 Timeline

- PR 2021-22 timeline
 - a. PR 2021-2022 will start in August 16th , 2021.
 - b. There will no longer be liaison training and liaison review

	<p>this year.</p> <ul style="list-style-type: none"> c. Taskstream closes on December 3rd, 2021. d. The manager review will be from December 4th, 2021 to January 9th, 2022. e. Taskstream will open again for the lead writers to edit on January 10th, 2022 to February 6th, 2022 . f. The Resource Committee will complete Prioritization on February 7th, 2022 through March 13th 2022. g. In February, the IP survey will be launched. h. On March 14th, 2022 through May 1st, 2022, the Resource Committees will report out to other committees in order get approval. i. On April 11th through May 1st, 2022, the IP Survey Results will be shared with groups and the PR committee will develop content for next the year of 2022-2023 PR cycle. j. On May 5th, 2022, final recommendations go to the President’s Cabinet. k. By May 31st, 2022 results will posted on the IE website. l. The 2021-2022 year will use the same timeline as the previous year and we will adjust the dates as needed. <p>3. Mesa2030/Strategic plan update(tabled)</p> <ul style="list-style-type: none"> o Mesa2030
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item C: New Business

DISCUSSION	1. 2022-2023 PR (tabled)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Review the COVID-19 Reflection Questions	• All members	• Before next meeting

Agenda Item D: Announcements/Adjournment:

DISCUSSION

- 1. Next meeting April 09,2020**
- 2. Bridget Herrin adjourned the meeting at 2:10 p.m.**

Submitted by: (Mona) Sahar King

Approved on: _____

DRAFT