

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

Friday, April 16, 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	Chris Kalck – Student Services (excused)
	Dina Miyoshi – Social Behavioral Science (EX)	Bruce Naschak – Humanities
		Pegah Motaleb – English (excused)
	Administrators:	Michael Cox – Curriculum
	Linda Hensley - Humanities	James Hinton – Math and Science
	Larry Maxey – Student Equity (excused)	Janue Johnson- LRC (excused)
		Committee Representatives:
		Monica Romero – Strong Workforce
	Classified Professionals:	Isabel O'Connor – FHP (excused)
	Mona King	Ellen Engels – CHP
	Anda McComb- IE	Manuel Velez – FHP
	Claudia Estrada-Howell (excused)	
	Administrative Support:	Students:
Mona King – IE	Forest Corbett	

Agenda Item A:

Call to Order:

DISCUSSION	<ul style="list-style-type: none"> • Approval of March 05, 2020 Minutes. • Minutes were M/S by Bruce Naschak and Michael Cox and approved. • Introduction of new members: <ul style="list-style-type: none"> ○ Forest Corbett Student rep, Senator with the Associated Students ○ Claudia Estrada-Howell Student service rep
-------------------	--

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

<p>DISCUSSION</p>	<ul style="list-style-type: none">• Mesa2030 update• Roadmap to Mesa2030: Strategic Plan<ul style="list-style-type: none">○ The plan is to identify priorities for the first five years by using the Mesa2030 Roadmap.○ The first draft of Roadmap to Mesa2030: Strategic Plan was sent to:<ul style="list-style-type: none">○ PIE Committee○ Student Senate○ Academic Sente○ Classified Senate○ President’s Cabinet○ Feedback from the first read was collected.<ul style="list-style-type: none">○ The taskforce compiled the feedback and made changes to the draft to prepare for the second read.○ The strategic objectives are not meant to be specific to any one program or Department on campus<ul style="list-style-type: none">○ The objectives are intentionally written in such a way that multiple programs and departments could see themselves as taking part of in objective or making progress towards that objective○ The Roadmap will carry us through the first five years of achieving the Mesa2030 Goals.○ Program review will ask each program to consider Action Plans and Goals as well as measure progress towards the stated goals.<ul style="list-style-type: none">○ A question asked during program review: <i>“How does your department/program contribute to the Mesa2030 Goals?”</i>○ How the Roadmap affects program review:<ul style="list-style-type: none">○ Each department needs to map their respective goals to Mesa2030 goals.○ IE office would have already mapped those strategic objectives to the next 2030 goals○ At the end of each year, all of the action plans across campus are assessed that support the Mesa2030 plan.○ Regarding Progress Measurements:<ul style="list-style-type: none">○ The goal is to have the measurements be something that we've already identified through various other planning mechanisms.<ul style="list-style-type: none">▪ Taking measurements from:<ul style="list-style-type: none">• The ACCJC requirements.• The Student Equity Plan.• Vision for Success.• Student-Centered Funding Formula.○ The language we rely on for defining Equity is based on the definition that's been developed by Student Success Equity and Transformation Committee○ The task force meets next Wednesday:
--------------------------	---

- To integrate all of the feedback
- Develop a second draft that will get second reading.

- **Coordination of FHP, CHP, BARC**

- logistics around the request portal for 2021-2022:
 - The IE office is working on the portal
 - There is an extra space for those who request resources that can be covered under the CARES Act.
- The agreement for request form:
 - New request space available for the requester.
 - Submit the new list and new requests.
 - Given the option to copy content from old requests.

- **Program Review Handbook**

- a. [CUE Report from 2018/19](#)
- b. Objective-Continue drafting
 - We are starting where we left off last year:
 - The description of the committee.
 - The responsibilities of the committee.
 - The membership of the committee: already been approved by President's Cabinet.
 - Include the ACC JC standards that guide the work.
 - The Program Review workspaces:
 - What it looks like.
 - The funnel of the mesa2030 strategic plan to program review.
 - Action planning.
 - Reflection.
 - Program Review Process and Cycle for 2022-2023
 - Annual Timeline
 - Assessing
 - Improving
 - Building
 - Writing
 - Reviewing
 - Prioritizing
 - Recommending
 - Assessing, repeat
 - Annual Progress report connected to Roadmap
 - How does the yearly report-out connect into other planning cycles?
 - The program review cycle is part of the five-year roadmap
 - in the previous PR model, we changed our questions every year and during the spring semester identified what those program analysis questions would look like would be.

	<ul style="list-style-type: none"> • In program Review Committee we identify that for 2022-2023 we would set up the structure we would let it ride for five years with no changed and we'd keep the same questions. ▪ Suggestion from Committee member: <ul style="list-style-type: none"> • Transition from what our goals are now to the new goals in one year and then you can start playing with it once you're more familiar with it • Can we split it up over years intro to Mesa2030, Year one just does the action planning and Subsequent year doing the data assessment? • First year either: Alignment, Reflection, or creation of your existing goals or goals as they aligned to the five Mesa 2030 goals. • Subsequent years: equity focused and looking at implementing assessment and how you're going to improve, and not add all of that to handbook ▪ Question to PR committee: ▪ How will the lead writers start on the key performance indicators if they don't first reflect on the starting point that are related to Mesa2030? <ul style="list-style-type: none"> ○ Generally, what are we trying to accomplish with program review we're trying to shift the culture of program review away from a compulsory exercise to get money to a reflective practice with the outcome of improving what we do ○ Action items for PR committee member for next meeting is to add your feed back to the handbook add more ideas and thoughts as point of order before the next meeting on April 30,2021. <p>c. Questions d. Action Planning e. Timeline</p>
--	---

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post your feed back to the handbook 	<ul style="list-style-type: none"> • PR committee member 	<ul style="list-style-type: none"> • Before next meeting

Agenda Item C: New Business

DISCUSSION	1. N/A
-------------------	---------------

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
--------------	--------------------	----------

•	•	•
---	---	---

Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting April 30,2020 2. Bridget Herrin adjourned the meeting at 2:15 p.m.
-------------------	---

Submitted by: (Mona) Sahar King
 Approved on: _____

DRAFT