

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

Friday, April 30, 2021
1:00 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: Approval of April 16, 2021 Minutes

DISCUSSION	<p>1. Approval of April 16, 2021 Minutes. Minutes were M/S by Chris Kalck and Bruce Naschak approved.</p>
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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	<p>1. Program Review Handbook</p> <p>Program Review Steering Committee Membership Proposal Handbook</p> <p>a. Objective – Continue drafting</p> <ol style="list-style-type: none"> i. Place the purpose statement at the beginning of the handbook. ii. In order: the purpose, then the ACC JC standards that guide us, then the program review cycle, the role for the integrated planning schematic, the description of the steering committee, the charge, and the membership. iii. The ACC JC needs to a statement about equity. iv. Needs more clarity about how program review is tied to resource allocation. v. Add appendix with some technical pieces (like Taskstream) and resource section. vi. Add outcomes assessment cycles as well and the integrated planning calendar. <p>b. Questions</p> <ol style="list-style-type: none"> i. Program review questions will consistently stay the same every year. ii. 2021/22 Program Review Questions (COVID response) were previously completed. <p>c. Action Planning</p> <ol style="list-style-type: none"> i. Mona and Bridget will clean up the handbook and push it back out for the committee to review. ii. Would like to start the fall with an approved document. That could help the new members for the on-boarding process. iii. Goal to have the 2021-22 Taskstream space available by June. <p>d. Timeline for 2022-2023</p> <ol style="list-style-type: none"> i. Pausing on the questions for the 2022/23 and start it in the fall.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Clean up handbook and push back out for review from committee. • Post your feed back to the handbook • Make Taskstream space available 	<ul style="list-style-type: none"> • Mona and Bridget • PR committee member • Bridget 	<ul style="list-style-type: none"> • Within the next couple of weeks. • As soon as possible • June 2021

Agenda Item C: New Business

DISCUSSION	<p>1. Memberships</p> <ol style="list-style-type: none"> a. We have a lot of vacancies. b. Reach out to colleagues and let them know we have vacancies so that we have good representation and a full committee.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> 	<ul style="list-style-type: none">

Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> Next meeting: September 3, 2021 Meeting Schedule 2020-2021 Bridget Herrin adjourned the meeting at 1:58 p.m.
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Submitted by: Sahar (Mona) King

Approved on: _____

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