

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

Friday, September 03, 2021
1:00 p.m. – 2:30 p.m., Zoom

ATTENDEES/ PROXIES	Co-Chairs:	Faculty:
	Bridget Herrin – Institutional Effectiveness	Mark Abajian – Business and Technology
	Erika Higginbotham – DSPS	Kevin Branson – Technology Services
	Lorenze Legaspi – BARC	Bruce Naschak – Humanities (excused)
	Dina Miyoshi – Social Behavioral Science	Michael Cox – Curriculum
		Andrew Hoffman
	Administrators:	James Hinton – Math and Science
	Linda Hensley – Humanities	Janue Johnson – LRC (excused)
	Larry Maxey – Student Equity (excused)	John Crocitti
		Committee Representatives:
		Monica Romero – Strong Workforce
	Classified Professionals:	Isabel O'Connor – FHP
	Mona King	Ellen Engels – CHP
	Joel Arias (absent)	John Crocitti – FHP
	Olivia Picolla	Students:
		Forest Corbett
		Guests: FHP, CHP, BARC members
	Administrative Support:	
Mona King – IE		

Agenda Item A: Call to Order: Approval of April 30, 2021, Minutes

DISCUSSION	<p>1. Approval of April 30, 2021, Minutes.</p> <ul style="list-style-type: none"> • Minutes were M/S by Monica Romero and Forest Corbett and approved. <p>2. Welcome FHP, CHP, BARC members</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

1. Membership Vacancies

- a. We have a handful of vacancies and have people on the committee who hold slots but have not attended meetings.
- b. Please help us recruit members, we do want to make sure those on the committee attend regularly.
- c. Keep in mind that this is a critical transition year because
 - i. It is our last year of our current program review cycle
 - ii. It is the last year of our outcomes assessment cycle
 - iii. It is the first year into our Roadmap to Mesa2030
 - iv. It is our first year in the development of our accreditation team.
- d. Program review and resource allocation processes will be critical this year.
- e. Please email Mona if you will no longer be participating in the committee.
- f. Mona to contact AS and CS to fill vacancies

2. Review of 2021 PR

- a. 2021-2022 Workspaces
 - i. The last time anyone did a program review was Fall of 2019, so we are really looking to reflect on and identify challenges and opportunities of the past two cycles.
 - ii. Because of that lapse in time (2 years), we recommend reaching out to your program colleagues and have this be a collaborative process within your department to ensure that we get as much feedback as possible.
 - iii. A reference section has been added to workspace
 - 1. Including the Mesa 2030 Master Plan
 - 2. The Roadmap to Mesa2030
- b. Timeline
 - i. This year we are not assigning liaisons to every department. Please contact IE if you would like one. The review period will be just for managers.
 - ii. We will close out the program review for manager review prior to the winter break.
 - iii. Managers will provide feedback and it will open back up in the Spring Semester for any additional edits.
 - iv. The committee will close everything down on February 6th.
 - v. All request forms will be available to all the committees for scoring and prioritization processes.
 - vi. The timeline is available on the program review website.
 - vii. The finish date was moved up to align with purchasing deadlines
- c. Request Forms
 - i. The Request portal has been added to the workspace.
 - ii. Not fully live yet.

	<p>d. Training Schedule</p> <p>i. Please review and give feedback.</p> <p>3. Draft Program Review Handbook (tabled)</p> <p>a. Program Review Steering Committee will hold off on the draft. With the assumption that the development of the handbook will happen outside the meeting.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Send training schedule out to FHP, CHP, and BARC leads for review. 	<ul style="list-style-type: none"> IE 	<ul style="list-style-type: none"> Before next meeting

Agenda Item C: New Business

<p>DISCUSSION</p>	<p>1. Roadmap to Mesa2030</p> <p>2. Goals/Deliverables for the year</p> <p>a. Program Review/Resource Allocation Alignment</p> <p>i. Our contract with Taskstream will end soon and we are looking at new systems which could help us streamline</p> <ol style="list-style-type: none"> Representatives from different campuses assembled a workgroup that will discuss the replacement of Taskstream The group that is selecting the new software to replace Taskstream will be meeting next week. <p>ii. In this discussion, we want to brainstorm workspaces that align with the strategic objectives in the Roadmap to Mesa2030.</p> <p>iii. The workspace will hopefully be live for the 2022-23 academic year</p> <p>iv. The three committees BARC, CHP and FHP could potentially have the same rubric with different questions within the rubric for each group.</p> <p>v. Maybe implementing some cross discipline discussions with program review. Similar to pathways.</p> <p>vi. How do we move forward with the development and production of program review materials?</p> <ol style="list-style-type: none"> Do we get a cross-functional team together that might start drafting what we want the process to look like, what questions we might be asking with both the program review space and resource space and how we might score all of it and how it will align. <p>vii. FHP Committee, CHP Committee and BARC Committee to meet in September and decide how they would like to be involved in program review and resource allocation alignment.</p>
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	<ol style="list-style-type: none"> 1. Does each committee want one rubric across all three committees with different questions for each group? 2. Who will draft the program review materials? Does each committee want to assign members to serve on a special workgroup? 3. IE will share the working draft document of program review handbook and will setup a google drive with FHP, CHP, and BARC rubrics/questions. <p>b. Timeline</p> <ol style="list-style-type: none"> i. To be started as soon as possible before the spring semester. ii. Ideally have something to present to the president's cabinet mid-spring. (Proposal) iii. Group to develop a draft timeline.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Share working draft document of program review handbook with team. Add questions/rubrics from FHP, CHP, and BARC to a google drive to share with the group. • FHP, CHP and BARC leads identify someone that will update our office on further intentions. 	<ul style="list-style-type: none"> • IE • FHP, CHP and BARC leads 	<ul style="list-style-type: none"> • Before next meeting • By next meeting

Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting: October 1, 2021 2. Meeting Schedule 2021-2022 3. Bridget Herrin adjourned the meeting at 1:58 p.m.
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Submitted by: Sahar (Mona) King

Approved on: _____