

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

Friday, November 5, 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
	Dina Miyoshi – Social Behavioral Science	Michael Cox – Curriculum
		Kimberly Mills- Health Science & Public Service
	Administrators:	James Hinton – Math and Science
	Linda Hensley – Humanities	Alison Gurganus – LRC
	Larry Maxey – Student Equity (excused)	John Crocitti- AS Pres/Designee
		Jake Portugal- ES, Health, Dance & Athletics
		Donna Flournoy- CTE
		Committee Representatives:
		Monica Romero – Strong Workforce
	Classified Professionals:	Isabel O'Connor – FHP
	CS Pres/Designee -Mona King	Ellen Engels – CHP
	Admin Svcs -Joel Arias (absent)	John Crocitti– FHP
	Instruction - Alan Goodman	Howard Eskew- Pathways
	Student Svcs - Olivia Picolla	Students:
		Forest Corbett
		Guests: FHP, CHP, BARC members
Administrative Support:		
Mona King – IE		

Agenda Item A: Call to Order: Approval of October 1, 2021 Minutes

DISCUSSION	<p>1. Approval of October 1, 2021 Minutes.</p> <p>a. Minutes were M/S by Monica Romero and Forest Corbett and approved. Abstain by Alison Gurganus.</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. Software Selection Update</p> <ul style="list-style-type: none"> a. A few demos have been conducted and more are scheduled including a follow-up, more in-depth demo from Elumen. Next demos will be received from Watermark, Nuventive and Anthology. b. Committee members were invited to participate in the demonstration meetings. <p>2. Resource Alignment Workgroup Update</p> <ul style="list-style-type: none"> a. The workgroup has taken all the questions from each of the resource request forms and identified common themes between the forms. b. Next step, each workgroup representative will take the theme analysis information back to their resource group and propose that this workgroup begin drafting global questions that all the forms can use. c. If the resource groups agree, the workgroup will begin drafting the global questions and will bring those back to PRSC for approval (to develop the new request forms for the next year). Approval will also be requested from PIE and President’s Cabinet. d. PRSC to keep this item on the agenda for the duration of the semester to keep continued communication between the groups. <p>3. Program Review Handbook (Objective: Review and Revise)</p> <ul style="list-style-type: none"> a. The committee reviewed the handbook and asked for further revisions. b. A discussion took place regarding changing the program review process timeline to allow for advertising for the hiring of new faculty to go out earlier in the year. This idea will be taken to the resource alignment workgroup for further discussion. a. Suggested edits to be made to the <u>Program Review Report Structure</u> section of the draft PR handbook include: <ul style="list-style-type: none"> i. Revising the first two bullet points to ask about “access, retention, and success” in that order. ii. Add “modality changes” as an example of current practices under reflection of practices.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	•	•

Agenda Item C: New Business

DISCUSSION	1. Align PR workspace with Roadmap (Tabled)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">Share and get feedback on Program Review handbook draft with constituency group	<ul style="list-style-type: none">All committee member	<ul style="list-style-type: none">Before next meeting

Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none">Next meeting: December 3, 2021Meeting Schedule 2021-2022Bridget Herrin adjourned the meeting at 2:15 p.m.
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Submitted by: Sahar (Mona) King

Approved on: _____