

San Diego Mesa College  
Program Review Committee  
Meeting Notes

Friday, March 4, 2016  
11:00 a.m. – 12:30 p.m.,  
LRC435

<b>ATTENDEES/ PROXIES</b>	<b><i>Steering Committee/Liaisons</i></b>	Dave Evans
	Madeleine Hinkes, Co-Chair	Peggy Fisher
	Taj George, Co-Chair	Bri Hays
	Dina Miyoshi, Co-Chair	Erika Higginbotham
	Ebony Tyree, Co-Chair	Jonathan McLeod
		Alanna Milner
	Isaac Arguelles	Bruce Naschak
	Elizabeth Chu	Michael Temple
	Ginger Davis	Manuel Velez

**Agenda Item A: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Hinkes at 11:05 a.m.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item B: Welcome/Introduction:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Hinkes welcomed the steering committee, liaisons, and lead writers to the meeting. She introduced Charlie Lieu, the new admin tech in the IE Office</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item C: Review and Approval of Minutes: February 5, 2016**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The Minutes were M/S/C by McLeod and ___ to approve as is.</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Post approved minutes on the Program Review website</li> </ul>	<ul style="list-style-type: none"> <li>Madeleine Hinkes</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting</li> </ul>

**Agenda Item D: Old Business:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>None</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>None</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>	<ul style="list-style-type: none"> <li>N/A</li> </ul>

**Agenda Item E: New Business:**

<b>DISCUSSION</b>	<p><b>Integrated Planning Process Annual Evaluation</b></p> <ul style="list-style-type: none"> <li>Bri Hays led a group interview with questions about this year’s program review and integrated planning process</li> <li>Alanna Milner recorded the comments</li> <li>Topics included describing the program review module from a lead writer’s perspective, accessing needed data, resource requests, training, and overall feedback about the process</li> <li>Comments included more direction needed for the IE/Equity section, troublesome word limit on FHP and CHP forms, too many steps in the submission/review process, ease of finding needed information such as College-wide data</li> <li>Hinkes and McLeod attempted to correct some misconceptions about the faculty hiring process</li> <li>The transcribed responses will be reviewed by the IE Office</li> <li>An email survey on the program review and integrated planning process will be sent to all lead writers, liaisons, and managers in late March-April</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>Transcribe noted</li> <li>Prepare email survey</li> </ul>	<ul style="list-style-type: none"> <li>Alanna Milner</li> <li>Hays, Milner</li> </ul>	<ul style="list-style-type: none"> <li>As soon as possible</li> </ul>

**Agenda Item F: Announcements:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Hinkes thanked the attendees for their participation and spent a few minutes talking about the purpose that program review serves and the reason for the evaluative (review) component</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>• None</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	<ul style="list-style-type: none"> <li>• N/A</li> </ul>

**Agenda Item G: Next Meeting(s):**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Friday, May 6, 2016, 11:00 a.m.-12:30 p.m., LRC435</li> </ul>
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**Agenda Item H: Adjournment**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was adjourned by Hinkes at 12:20 p.m.</li> </ul>
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Submitted by Madeleine Hinkes

Approved on: May 6, 2016