

San Diego Mesa College
Program Review Steering
Review Committee
Meeting Notes

Friday, February 3, 2017
11:00 a.m. – 12:00 p.m., MC 211B

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	Pegah Motaleb (absent)
	Madeleine Hinkes, Co-Chair	Bruce Naschak
	Taj George, Co-Chair (excused)	Toni Parsons (absent)
	Dina Miyoshi, Co-Chair	Saloua Saidane (absent)
	Genevieve Esguerra, Co-Chair	Guest: Jaqueline Collins
	Mark Abajian (excused)	Administrative Support:
	Kevin Branson	Yolanda Catano
	Danene Brown (excused)	Alanna Milner (excused)
	Ian Kay	Charlie Lieu (excused)
	Marichu Magana (absent)	
	Larry Maxey (excused)	
	Jonathan McLeod (Dina Miyoshi Proxy)	

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Madeleine Hinkes at 11:06 a.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item B: Welcome/Introductions:

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

Agenda Item C: Review and Approval of Minutes: May 6, 2016

DISCUSSION	Review and approval of the minutes from the May 6 meeting <ul style="list-style-type: none"> The minutes draft was emailed to Program Review committee prior to the meeting for review. The minutes were not approved during the meeting.
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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"> Yolanda Catano 	<ul style="list-style-type: none"> Before next meeting

Agenda Item D: Old Business:

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

Agenda Item E: New Business:

DISCUSSION	<p>Recruitment:</p> <ul style="list-style-type: none"> We need to find people who are experienced liaisons for Program Review. The board members will email Madeleine Hinkes with recommendations. <p>Training Sessions-Updates:</p> <ul style="list-style-type: none"> The Zoom option did really well. The committee thanks Charlie Lieu for introducing the option for Program Review. We had a great attendance throughout. Pending discussion for future Program Review planning is liaison engagement in the process. <p>Program Review Feedback:</p> <ol style="list-style-type: none"> <i>What were the problems?</i> <ul style="list-style-type: none"> The issue with the 'Submit Button'. We need a firmer deadline. <i>Liaison trainings:</i> <ul style="list-style-type: none"> There were some folk who needed training but didn't attend the training sessions. Maybe change the way Program Review is advertised. There is an option to lock-down Taskstream to enforce the deadlines. If Liaisons are receiving FLEX credit, they should be active participants. <i>Lead Writers:</i> <ul style="list-style-type: none"> Can we give incentives for adjuncts that write or assist with Program Review? We could offer stipends like the Departmental Outcomes Coordinators receive for Outcomes Assessments. Compensation could be brought up at the Senate meetings. Gift cards? Funding source? <i>Forms:</i>
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	<ul style="list-style-type: none"> ○ For the goals section, we should match the number of the requirements on the workspace with the numbers for the Liaison forms. ○ We have to remove the exclamation marks in the Review section on Taskstream. <p>5) <i>Program Review Webpage:</i></p> <ul style="list-style-type: none"> ○ Ian Kay thought the webpage really worked. ○ The deadline reminders need to be highlighted. <p>6) <i>IP Survey:</i></p> <ul style="list-style-type: none"> ○ The steering committee will discuss the survey on March 3rd. We want to discuss the changes we want to make for the next Program Review cycle. We want our decisions finalized in April in order for Senates to approve the changes. ○ We are rewording the Outcomes Assessment and Research questions on the IP Survey. ○ The interviews for the new Associate Dean will begin at the end of February. <p>7) <i>BARC Requests:</i></p> <ul style="list-style-type: none"> ○ Ian Kay wants a way to share a BARC request form with another program. Instead of writing three different forms, we could do a shared request that would serve several programs/departments. Maybe add a question that says: “are you sharing these resources with another department/program?” Then it would be up to the department to attach the resource request information. ○ Mesa College needs a webpage with supplies information that details all the places where departments can shop and get estimates. There needs to be a list of pre-approved vendors with accounts made available for lead writer and liaisons to place BARC requests. ○ The Program Review Steering Committee will work with the Office of Administrative Services and with the summer work group on creating a webpage that provides all the links to campus resource requests and quote information.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Gather information on resource requests. 	<ul style="list-style-type: none"> • Yolanda Catano 	<ul style="list-style-type: none"> • March 3

Agenda Item F: Announcements:

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

Agenda Item G: Next Meeting: March 3, 2016

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

Agenda Item H: Adjournment

DISCUSSION	<ul style="list-style-type: none"> • The meeting was adjourned by Dina Miyoshi at 12:19 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Submitted by: Yolanda Catano, Administrative Support

Approved on: March 24, 2017