

San Diego Mesa College
Program Review Steering
Review Committee
Meeting Notes

Friday, March 24, 2017
2:30 p.m. – 4:00 p.m., LRC 208

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

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Hinkes at 2:34 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

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	<p>Review and approval of the minutes from the May 6 meeting</p> <ul style="list-style-type: none"> The minutes draft was emailed to Program Review committee prior to the meeting for review. The Minutes were M/S/C by Ian Kay and Cathy James
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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: Continuing Business:

DISCUSSION	<ol style="list-style-type: none"> Where we are in the PR process: <ul style="list-style-type: none"> Madeleine is working on the Annual Report. Will send draft around when done Will discuss IP survey results and determine what changes need to be made COA will review the questions in the Outcomes and Assessment section in PR IE Data section – Will review questions to ensure the information collected will be useful for programs as well as what the college needs Waiting for report from ACCJC. Will assess what we need to do when they report their findings back to us Membership: <ul style="list-style-type: none"> Need committee members to show up more consistently. All Liaisons are invited to attend We need to review who wants to continue and who wants out of the committee Need to recruit new liaisons The committee reviewed recruitment flier for new liaisons Suggest to remove “pointing finger” from the flier, seems threatening. Replace the image with something more cute, funny, friendly Committee suggests a friendlier approach, “We need you” Add 3rd bullet to flier – Benefits: “You learn about other programs/departments”
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> Update recruitment flier 	<ul style="list-style-type: none"> Yolanda Catano 	<ul style="list-style-type: none"> Next meeting

Agenda Item E: New Business:

DISCUSSION	<ol style="list-style-type: none"> Preliminary Results of IP Survey: <ul style="list-style-type: none"> Suggest rearranging information on the PR website so that key information is easy to find (Lead writer/Liaison directory, timeline, trainings) Identify tech issues vs. text issues Positive communication remarks noted on the survey about the IE team/office Some of the planned data trainings did not happen due to under staffed research team IE office will be fully staffed in April
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	<p>2. Liaison Duties</p> <ul style="list-style-type: none"> • Some liaisons thought they were expected to “guide” lead writers. Maybe we need to rephrase this in training • Trainings should be offered on other days instead of just Fridays • Suggest liaisons attend trainings, then forward PowerPoints and notes to lead writers • Some liaisons could not do review because lead writers did not start or complete all the required sections • May need to institute a firmer deadline for lead writers <p>3. Plans to update module:</p> <ul style="list-style-type: none"> • Provide a link or list of vendors in BARC request section • Fix BARC request form to capture overflow of text (possible solution, add a textbox instead of using a cell) • Update BARC form to make it less intimidating • Suggests inviting members from other committees to come to our meetings to help address overlapping issues (Curriculum, BARC, FHP, etc.) • Users suggest that being able to view last year’s report would be helpful (Solution: Publish workspace as a webpage. This feature in TS will enable you to access your previous PR side by side with your current one). • Need to set a harder deadline • Will talk to NFI faculty about being a liaison • Mentor new liaisons and establish a lead writer training program • More training needed to help users understand Goals vs. Outcomes • Update the terms and provide definitions in Goals Status Report section (in progress, not started, completed, not implemented) • Add in an additional textbox on the IE Data form to allow for open comments • Suggest that we limit the number of changes we make to PR, this can be overwhelming and frustrating for lead writers • Find out from Joel what the common clicks/hot spots are on PR website. This way we can move the content and make certain items more accessible • Create a Kickoff event for the beginning of PR • PR can be sports themed process (Kickoff and meet your team, half time reminder, 2 minute warning, awards celebration)
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• N/A

Agenda Item F: Announcements:

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

Agenda Item G: Next Meeting: April 7, 2017

DISCUSSION	<ul style="list-style-type: none">• Next meeting tentatively scheduled for April 7th in room MC 211B, will be confirmed by Madeleine later
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none">• Confirm or reschedule next meeting	<ul style="list-style-type: none">• Madeleine	<ul style="list-style-type: none">• N/A

Agenda Item H: Adjournment

DISCUSSION	<ul style="list-style-type: none">• The meeting was adjourned by Hinkes at 4:05 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 Charlie Lieu, Administrative Technician
Ex-Officio, Administrative Support
Approved on: April 14, 2017