

San Diego Mesa College
Program Review Steering
Review Committee
Meeting Notes

Friday, April 14, 2017
11:00 a.m. – 12:30 p.m., LOFT

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

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Hinkes at 11:08 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: March 24, 2017

DISCUSSION	<p>Review and approval of the minutes from the March 24 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 Jonathan McLeod.
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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"> Liaison Recruiting: <ul style="list-style-type: none"> Madeleine Hinkes presented the Liaison flyer to post across campus. <ul style="list-style-type: none"> Ask people to participate as a Liaison. We sent a copy of the flyer to Kim Perigo to share with Academic Senate. Recruit Liaisons at NFI (New Faculty Institute). Create a presentation to get people interested and highlight some of the Liaison success stories for buy-in. PR Module Updates: <ul style="list-style-type: none"> A copy of the Outcomes Assessment form for Program Review was handed out to the group. <ul style="list-style-type: none"> COA approved the form. The form will be used for student services, administrative services, administration, and instruction. Add bullets to the form and include instructions regarding the difference for Outcomes Assessment form submitted for Outcomes Assessment and the one for Program Review.
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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	<ol style="list-style-type: none"> Resource Requests: <ul style="list-style-type: none"> Bridget Herrin, the new Associate Dean for Research and Planning will work with Madeleine Hinkes on the Institutional Effectiveness (IE) form. Suggestion-Have Pam Luster provide updates for resource requests on the First Monday at Mesa. In previous Program Review years, the website ranked really low, but the Office of IE made changes. BARC, CHP, and FHP prioritization lists have been recorded. The BARC form will not have many changes, but will update the directions. <ul style="list-style-type: none"> For Excel, there are limitations with the word count. If the people need additional space, they can include an attachment.
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	<ul style="list-style-type: none"> ▪ Suggestion-More consistency on the forms to make it less cumbersome for all Lead Writers and Liaisons. The forms shouldn't be as challenging to fill-out. We want people to submit funding resource requests. ▪ We need to consider the deadlines set by district. There were 111 BARC resource requests submitted for the 2016-2017 year. ▪ There were a lot of questions from CTE and Strong Workforce because they receive funding in a different way. There is an on-going discussion for submissions for the varying programs that raises concerns regarding the process and the forms. Taj George will inform the Program Review Steering Committee about any changes made to the BARC form. ▪ We can roll the BARC form forward next year so Lead Writers can update it. <ul style="list-style-type: none"> • The FHP prioritization was reviewed by the group. Pam Luster reviews the lists and makes the decisions. Bridget Herrin and Pam Luster will create a new dashboard list with the latest information for hiring. • The Classified prioritization list was reviewed by the group. The two bottom programs, Phlebotomy and Physical Therapy, didn't indicate what position they wanted. There was a total of 150 points available. Classified committee talked about the data that clearly delineated the needs for the positions. • The BARC Summary and Recommendations List were reviewed by the group. \$400,000 was allocated for IT replacement. One of the talking points discussed was a limit for BARC requests. Things below line 56 will not be funded and lines 56 above potentially will be. People who are receiving funds have been emailed and notified. • All lists will be provided when they final scores are posted by Pam Luster. <p>2. Timeline:</p> <ul style="list-style-type: none"> • Hinkes handed out copies of next year's academic calendar. • There need to be deadlines for Liaisons. We want to get the Liaison review before the winter break. The second review is done after the break. Then a two week editing period closes the cycle. • Hinkes will create a new timeline for next week's meeting. • Plan on the FLEX training for Liaisons. • The Integrated Planning Calendar is also being reviewed. The data for Program Review have been included. <p>3. Program Review Report:</p> <ul style="list-style-type: none"> • The Program Review Annual Report has been completed by Madeleine Hinkes, and Yolanda Catano will update the changes. • We will be sending the final version of the report to PRSC next week.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Resource requests lists will be posted when completed. 	<ul style="list-style-type: none"> • Yolanda Catano 	<ul style="list-style-type: none"> • As soon as possible

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: May 5, 2017

DISCUSSION	<ul style="list-style-type: none"> Bridget Herrin will be attending our next meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Agenda Item H: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by Hinkes at 12:09 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by Yolanda Catano, Ex-Officio, Administrative Support

Approved on: May 5, 2017