

San Diego Mesa College
Program Review Steering Committee
Meeting Notes

Friday, February 2, 2018
11:00 a.m. – 12:30 p.m., LRC432

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	Jonathan McLeod (excused)
	Madeleine Hinkes, Co-Chair	Dina Miyoshi
	Jacqueline Collins, Co-Chair (excused)	Monica Romero (excused)
	Bruce Naschak, Co-Chair	Charlie Zappia (excused)
	Genevieve Esguerra, Co-Chair (absent)	Chris Kalck (excused)
	Mark Abajian (excused)	
	Juan U. Bernal (excused)	Administrative Support:
	Kevin Branson (excused)	Mona King
	Paula Gustin (excused)	Anda McComb
	Bridget Herrin (excused)	Alanna Milner
	Ian Kay	
	Charlie Lieu (excused)	Guests:
	Marichu Magana (excused)	Erika Higginbotham
	Larry Maxey (absent)	

Agenda Item A: Call to Order: Approval of December 1, 2017 Minutes

DISCUSSION	<ul style="list-style-type: none"> • The meeting was called to order by Hinkes at 11:09 am • Review and approval of Minutes from December 1, 2017 meeting • Draft Minutes were emailed to Program Review Committee prior to the meeting for review • Minutes were M/S/C and approved by acclamation
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ACTION ITEMS	PERSON	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. Status Report (Hinkes)</p> <ul style="list-style-type: none"> • Decide on meeting schedule and attendance for Program Review Committee Meeting • Two members have left the committee, Pegah Motaleb and Saloua
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	<p>Saidane</p> <ul style="list-style-type: none"> • Chris Kalck has joined. Need one more. • Program review deadline is today February 2, 2018 but we will lock workspaces spaces on Monday February 5, 2018 and retrieve all the information • Since Rachelle is no longer with Mesa, the IE office will help with the BARC report summary <p>2. Integrated Planning Survey (Milner)</p> <ul style="list-style-type: none"> • Send it out Thursday, February 15, 2018 with reminders • Survey open for 3 weeks, until 3/8/18 • Present results at April committee meeting- 4/06/18 <p>3. 2018-2019 Comprehensive Program Review (Hinkes)</p> <ul style="list-style-type: none"> • Comprehensive Program Review: a list of 30+ categories down to about 12. (From 11/3/17 meeting) <ol style="list-style-type: none"> 1. Submission information 2. List of faculty /Staff/et al; Include adjuncts? (optional) 3. Program mission and vision (if any); align with college mission. 4. Program description (from catalog); strengths, challenges, external influences 5. Curriculum: Degree and certificates offered, earned; FTEF numbers; curriculum review 6. CTE (if applicable) Advisory group and labor market 7. Outcomes assessment (CLO, PLO, SSO,SSPO, AUO) 8. IE Data analysis (can include other data if available) 9. Goals, action plans 10. Close loop on last year 11. Resource requisitions 12. Reviews: Liaison, Manager • The IE office will draft questions for each category for PRC to review • Concerns with program review form questions such as redundancy or program applicability • Create an executive summary for the comprehensive program review placed between point 1 and 2 in the list above; ask about accomplishments and challenges • Bring in Paula Gustin for curriculum section
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ACTION ITEMS	PERSON	DEADLINE
<ul style="list-style-type: none"> • Address program review questions, form redundancy • Meeting notes changes 	<ul style="list-style-type: none"> • N/A • Bruce Naschak 	<ul style="list-style-type: none"> • Ongoing • 2/2/18

Agenda Item C: New Business:

DISCUSSION	<p>1. Focus Group (Milner)</p> <ul style="list-style-type: none">• General Comments:• Lead writer training overall positive feedback, but some issues reported regarding access to invoices and approved vendors list• Report on program review process and technology issues include Taskstream tech support availability, various glitches in Taskstream (copy / paste)• Concern with form questions (redundancy and program applicability)• Liaison trainings had overall positive feedback but some may need additional help• Suggestion to create zoom training for liaisons so that they have this available for reference• Issues with OA form such as being highly prescriptive with requirements on assessment• For the most part, forms work well• Every year, program review works better than the previous one• Program review web page has useful information and is easy to access• Program Review Feedback: <ol style="list-style-type: none">1) Were there any problems with the process?<ul style="list-style-type: none">• Various glitches in TaskStream (copy / paste; substituting liaison components with other input; doesn't hold formatting – should be Word formatting; delays with typing making the process longer)• TaskStream tech support availability is very limited (East Coast hours)2) Experience being a liaison<ul style="list-style-type: none">• Didn't attend trainings because was a liaison previously• Being a liaison helps with being a lead writer and vice versa• How much input should a liaison provide for FHP and CHP?• How much should liaisons be writing?• Liaison trainings had overall positive feedback but some may need additional help<ul style="list-style-type: none">• New liaisons still felt lost, but were given easier programs• Difficult to get any formal training for liaisons – Zoom training for liaisons should be added so that they have this available for reference for new liaisons3) Experience being a lead writer<ul style="list-style-type: none">• Lead writer training overall positive feedback, but some issues reported regarding access to invoices and approved vendors list4) Forms (BARC, CHP, FHP, IE, COA)<ul style="list-style-type: none">• For the most part, forms work well• For BARC – suggestion to put classroom supplies on a reference list that could then be used to populate the form• One person is still waiting for an invoice
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	<ul style="list-style-type: none"> • Alternative is to use unofficial quotes from approved vendors • For OA form – issues with it being too prescriptive instead of descriptive and redundancy in assessment <p>5) Program Review Webpage</p> <ul style="list-style-type: none"> • Works really well, overall • Positive comments about accessing Zoom trainings and the data warehouse being linked in the website • Familiarity with the system • IE is helping to streamline everything <p>6) Program Review process overall</p> <ul style="list-style-type: none"> • Every year, program review works better than the previous one • Things are going smoothly <p>2. Watermark (new name for Taskstream) (Hinkes)</p> <ul style="list-style-type: none"> • Taskstream has merged with TK20 and LiveText and rebranded • Our Taskstream module remains the same and we do not need to make any changes • The company will bring forth a new product within a year and will offer us the option to upgrade • If we decide not to upgrade when the new product becomes available, we can keep Taskstream as is <p>3. Need New Member (Hinkes)</p> <ul style="list-style-type: none"> • We are looking for a new member; Erika Higginbotham from DSPS would like to join
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Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, March 2 , 2018, LRC 432 2. The meeting was adjourned by Hinkes at 12:35 p.m.
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ACTION ITEMS	PERSON	DEADLINE
• None	• N/A	• N/A

Submitted by: (Mona) Sahar King

Approved on: _____