

**San Diego Mesa College  
Program Review Steering Committee  
Meeting Notes**

Friday, November 03, 2017  
11:00 a.m. – 12:30 p.m., LRC432

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

**Agenda Item A: Call to Order: Approval of October 6, 2017 Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• The meeting was called to order by Hinkes at 11:15 am</li> <li>• Review and approval of Minutes from October 6, 2017 meeting</li> <li>• Draft Minutes were emailed to program Review Committee prior to the meeting for review</li> <li>• Minutes were M/S/C by Bruce Naschak and Ian Kay</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>• Mona King</li> </ul>	<ul style="list-style-type: none"> <li>• Before next meeting</li> </ul>

**Agenda Item B: Continuing Business:**

<b>DISCUSSION</b>	<p><b>1. Website improvements:</b></p> <ul style="list-style-type: none"> <li>• Have rearranged sequence to put most needed information first</li> <li>• Need to update staff</li> <li>• You can download the information and data from the PROGRAM REVIEW DATA AND RESOURCES sections</li> <li>• Data warehouse is accessible</li> </ul>
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	<ul style="list-style-type: none"> <li>The data that we have for Student Services is limited to the requests that research team has received in past</li> </ul> <p><b>2. Training and support:</b></p> <ul style="list-style-type: none"> <li>Zoom trainings have been added to the website</li> <li>Training schedule was provided. It has been added to website and within program review modules and will be updated as needed.</li> </ul> <p><b>3. 2018-2019 Comprehensive Program Review:</b></p> <p><b>A.</b> ACCJC requires program review to discuss: relationship to college mission; learning outcomes and achievement; planning and resource allocation.</p> <p><b>B.</b> Comprehensive PR in 2014-15 contained 30 sections; we combined them to 12 sections for 2018-19</p> <ol style="list-style-type: none"> <li>Submission information</li> <li>List of faculty /Staff/et al; Include adjuncts? (optional)</li> <li>Program mission and vision (if any); align with college mission.</li> <li>Program description (from catalog); strengths, challenges, external influences</li> <li>Curriculum: Degree and certificates offered, earned; FTEF numbers; curriculum review</li> <li>CTE (if applicable) Advisory group and labor market</li> <li>Outcomes assessment (CLO, PLO, SSO,SSPO, AUO)</li> <li>IE Data analysis (can include other data if available)</li> <li>Goals, action plans</li> <li>Close loop on last year</li> <li>Resource requisitions</li> <li>Reviews: Liaison, Manager</li> </ol>

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: New Business:**

<p><b>DISCUSSION</b></p>	<ul style="list-style-type: none"> <li>Should we have a different meeting day/time in an effort to get better attendance?</li> <li>For comprehensive program review, should we continue with the executive summary? Last time it was long and detailed. What we really need to know is what the program’s accomplishments have been and what their</li> </ul>
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	<p>challenges are.</p> <ul style="list-style-type: none"> <li>• What might program and program review look like in the future? Will Guided Pathways and/or Enrollment Management change how we do things?</li> <li>• One of the ideas behind guided pathways is to create a system that helps students find and stay on their paths</li> <li>• There are a handful of community colleges that are starting to adopt Guided Pathways and this is required by CCCC</li> <li>• Bridget Herrin and Ashanti Hands are leading the initial steps in the GP process and will provide an aggregate picture of the college's Guided Pathways process with regards to inquiry, design, and implementation of key elements</li> <li>• We know there are some problems with community college enrollments going down, and with lower success rates in online courses</li> <li>• In Spring 2018, this committee will develop questions for the IE and Outcomes Assessment sections, with the help of COA and the IR team.</li> <li>• We will track the student success rate and course completion and see if students are doing better or not</li> </ul> <ul style="list-style-type: none"> <li>• Program Review will close down in Taskstream on December 1st and then the liaisons and managers will review</li> <li>• All the trainings are posted on our website</li> <li>• We need to remind the managers, liaisons, and lead writers about program review deadlines.</li> <li>• We need to take a look at the make-up of the Steering Committee</li> </ul>
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**Agenda Item D: Announcements/Adjournment:**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>1. Next meeting , December 01, LRC 432</li> <li>2. The meeting was adjourned by Hinkes at 12:20 p.m.</li> </ol>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• None	• N/A	• N/A

Submitted by: Mona King  
 Approved on: \_\_\_\_\_