

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

Friday, April 13, 2018  
11:00 a.m. – 12:30 p.m., LRC432

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

**Agenda Item A: Call to Order: Approval of February 2, Minutes**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>• Approval of March 2, 2018 Minutes</li> <li>• Minutes were M/S by Jonathon McLeod and Bruce Naschak and approved</li> </ul>
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ACTION ITEMS	PERSON	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. Integrated Planning Survey : Madeleine</b></p> <ul style="list-style-type: none"> <li>• Sent to 141 Lead Writers, Liaisons, and Managers</li> <li>• 29% response rate</li> <li>• Lead Writer Experience:             <ul style="list-style-type: none"> <li>• 70% of people said that the online program review module was easy to navigate.</li> <li>• 29% of people said that the connections between program review and resource allocation were not clear.</li> </ul> </li> </ul>
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- Most lead writers were satisfied with their liaison, only about 8% were dissatisfied.
- 96% of people said the program review timeline was clear
- 10% of people said that it was difficult to find what they were looking for on the Program Review website.
- Liaison Experience:
  - About 50% of liaisons met with lead writers less than once a month
  - 71% felt prepared
  - 14 respondents talked about the most valuable aspect of serving as a liaison.
  - A few liaisons want more training.
- Resource Allocation Feedback:
  - BARC Form:
    - People do not feel supported and feel confused about parts of the form.
    - The BARC committee has recognized this and is working on redesigning the form.
  - CHP:
    - 6 responses
  - FHP Form:
    - People want more examples about what the committee is looking for on the form.
- Zoom trainings:
  - People enjoyed them however some felt that their questions were not answered.
  - [Link to Presentation](#)

## 2. 2018-2019 Comprehensive Program Review

- Comprehensive Program Review: a list of 30+ categories down to about 12. **(From 11/3/17 meeting):**
  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
- Hinkes informed the group that there will no longer be data packets for each program; instead writers can use the various dashboards and filter for their program's data. Questions were raised about the accessibility to the

	<p>public of those dashboards, possible privacy issues, and taking the data out of context. It might be possible to identify a particular student or faculty member.</p> <p>➤ Student records are protected by FRPA, and cells with a count of less than 10 are not displayed, so an individual student cannot be identified. If a faculty member is the only one who teaches a single section of a course, then it might be possible to link that data with that faculty member, if one consulted the schedule from that semester.</p>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
•	• N/A	• Ongoing

**Agenda Item C: New Business:**

<b>DISCUSSION</b>	<p><b>1. Resource Prioritization Lists</b></p> <ul style="list-style-type: none"> <li>• <a href="#">FHPR</a></li> <li>• <a href="#">CHP 17-18</a></li> <li>• <a href="#">BARC</a></li> <li>• These go to President’s Cabinet on April 17.</li> </ul>
	<p><b>2. Annual Report</b>  <b>Report has been reviewed by this committee, and it goes to President’s Cabinet on May 1.</b></p>

**Agenda Item D: Announcements/Adjournment:**

<b>DISCUSSION</b>	<p>1. Next meeting, , May 4 , LRC 432</p> <p>2. The meeting was adjourned by Hinkes at 12:25 p.m.</p>
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ACTION ITEMS	PERSON	DEADLINE
• None	• N/A	• N/A

Submitted by: (Mona) Sahar King  
 Approved on: \_\_\_\_\_