

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

Friday, September 1, 2017  
11:00 a.m. – 12:30 p.m., LRC435

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

**Agenda Item A: Call to Order:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>The meeting was called to order by Hinkes at 11:10 am</li> </ul> <p>Review and approval of Minutes from May 5 meeting</p> <ul style="list-style-type: none"> <li>Draft Minutes were emailed to Program Review Committee prior to the meeting for review</li> <li>Minutes were M/S by McLeod and Miyoshi; approved</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>Charlie Lieu</li> </ul>	<ul style="list-style-type: none"> <li>Before next meeting</li> </ul>

**Agenda Item B: Continuing Business:**

<b>DISCUSSION</b>	<ol style="list-style-type: none"> <li>Committee Membership             <ul style="list-style-type: none"> <li>Hinkes asked for a new faculty co-chair to fill Motaleb’s slot</li> <li>She will follow up with Kay and Naschak</li> <li></li> </ul> </li> <li>Website Improvements             <ul style="list-style-type: none"> <li>Proceeding slowly due to lack of a secretary</li> </ul> </li> </ol>
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	<ul style="list-style-type: none"> <li>The most used information is now at the top of the homepage</li> </ul> <p>3. 2017-2018 Kickoff</p> <ul style="list-style-type: none"> <li>Liaison training was held on August 16 during Flex Week to prepare liaisons for their job; _____ attended</li> <li>Kickoff activity on August 25 drew about 50 people</li> <li>Powerpoint attached</li> <li>Demonstration of module and Tableau data interactives</li> </ul> <p>4. Training and Support</p> <ul style="list-style-type: none"> <li>Training schedule was provided. It has been added to website and within program review modules and will be updated as needed.</li> <li>FHP: Hinkes noticed that question #1 on the FHP request form cannot be fully answered with the data provided (# sections taught by fulltime and adjuncts). This will be pointed out during training, and the IR Office will see if they can find that data.</li> <li>Looking at the data prompted a discussion of enrollment management; Hinkes will bring concerns/comments to President's Cabinet</li> <li>M Romero communicated to Hinkes a request to specify CTE programs in program review. We can add an identifier to the BARC form and provide link to Launch Board within the module.</li> </ul>

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:**

<b>DISCUSSION</b>	<p>1. 2018-2019 Comprehensive Program Review</p> <ul style="list-style-type: none"> <li>Last time, comprehensive PR contained 30 sections. Many of them can be combined for next year</li> <li>Hinkes presented information from ASCCC and ACCJC on what is required/recommended in program review</li> <li>The Committee will develop the module this semester and get wider campus input in the spring</li> </ul>
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> <li>N/A</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 D: Announcements/Adjournment:**

<b>DISCUSSION</b>	<ul style="list-style-type: none"> <li>Lead Writer's training, Sept 8, SB216</li> <li>Next meeting, Oct 6, LRC432</li> </ul>
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	<ul style="list-style-type: none"> <li>The meeting was adjourned by Hinkes at 12:25 PM</li> </ul>
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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>

Submitted by: Madeleine Hinkes

Approved on: 6 October 2017