

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

Friday, April 19, 2019
11:00 p.m. – 12:30 p.m., LRC432

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	
	Jonathan McLeod	
	Madeleine Hinkes, Co-Chair	Dina Miyoshi
	Lorenze Legaspi, Co-Chair	Pegah Motaleb (excused)
	Bruce Naschak, Co-Chair	Monica Romero
	Erika Higginbotham Co-Chair	Charlie Zappia (absent)
	Mark Abajian	
	Juan U. Bernal (excused)	Administrative Support:
	Kevin Branson (excused)	Mona King (excused)
	Andrew Hoffman (excused)	Anda McComb
	Bridget Herrin	
	Chris Kalck (excused)	Guest:
	Ian Kay (excused)	
	Marichu Magana (excused)	
Larry Maxey (excused)		

Agenda Item A: Call to Order: Approval of March 22 Minutes

DISCUSSION	<ul style="list-style-type: none"> Approval of March 22, 2019 Minutes Minutes were M/S by Jonathan and Lorenze and approved
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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"> Mona King 	<ul style="list-style-type: none"> Before next meeting

Agenda Item B: Continuing Business:

DISCUSSION	<p>1. 2019-202 Annual Update (Instruction), see attachment (Annual Update)</p> <ul style="list-style-type: none"> Outcomes Assessment questions from COA Are you on target with your assessment schedule? What have your assessments revealed about your courses/programs? Based on your assessments, what resource needs have you identified? List resources without details? Integrate information into BARC request Program analysis for equity and excellence; focus on metric of student
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	<p>success</p> <ul style="list-style-type: none"> • Add degrees and certificates? • Can we track courses taken together? Sequential vs concurrent? Success across sections of same course? Might cause faculty pushback. • Program review is meant to be a process of reflection, ask tough questions • Let lead writers know our plan for annual updates • How to define race? State guidelines, student self-identifies <ul style="list-style-type: none"> • Data dashboards and packets • First year for dashboards, complicated, many dashboards needed to fully address comprehensive questions • Mostly favorable comments in IP survey • Simplify dashboard to what lead writers need for this update? • Are gaps significant? Five years of data, might need more time to see effects of interventions <p>2. CTE Component (Monica Romero)</p> <ul style="list-style-type: none"> • Problems with workload, too many questions for CTE lead writers • No separate CTE questions for program analysis • Need to work out links to BARC • Need to work out how to extract the needed information for Perkins, Strong Workforce, CTE • Need to work on communication within a program; lead writers should engage the entire program, move on from “the way we’ve always done it”
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Send full IP report 	Mona King	Before next meeting

Agenda Item C: New Business:

DISCUSSION	<p>Timeline 2019-2020</p> <ul style="list-style-type: none"> • Classes run Aug 19 to December 16 • Program Review will open on Aug 14, with training for liaisons • Ready for review on Dec 2 • Review period for liaisons and managers is Dec 2- Jan 10 • Final report due Feb 3 (first day of classes) <ul style="list-style-type: none"> • Work on modules for Student Services, Administrative units, Deans and VPs • Give view access to more people to encourage participation; ask Deans who should be included
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	<ul style="list-style-type: none"> • Set schedule for summer workgroup
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Set up Flex day training 		

Agenda Item D: Announcements/Adjournment:

DISCUSSION	<ol style="list-style-type: none"> 1. Next meeting, May 3th 2. The meeting was adjourned by Madeleine Hinkes at 12:35 p.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

Submitted by: (Mona) Sahar King

Approved on: _____

