SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

5.2.25
Zoom ID: 819 9309 6383
1:00 p.m. to 2:30 p.m.

Attendees: Dina Miyoshi, Bruce Naschak, Michael Cox, Hai Hoang, Leticia Diaz, Liza Rabinovich, Isabel O'Connor, Lorenze Legaspi, Yuka Brown, Katie Palacios

Administrative Support: Olivia Pryor

A. **Call to Order**
   1. Approval of the agenda 5.2.25
      - Agenda approved without objections

B. **Approval of 4.11.25 Minutes**
   - Motioned: Lorenze Legaspi
   - Seconded: Dina Miyoshi
   - Abstain: Katie Palacios
   - Approved: Yes

C. **Communication Loop**
   1. **Update from Committee Members Regarding Program Review**
      - Bruce Naschak requested replication of a prior Humanities statistical analysis for next semester; he will bring a hard copy to Hai's office within 1–2 weeks.
      - Liza Rabinovich will work with Joel next week to import scored results from this cycle into Nuventive so lead writers can review them (transparency improvement).
   2. **Update from Co-Chairs**
      - Hai Hoang and Dina Miyoshi provided updates on coordination with Institutional Effectiveness and integration of Program Review into the Integrated Planning Calendar.
      - Emphasis was placed on ensuring clarity between program-level submissions and committee-level rubric changes, highlighting the importance of consistent definitions across instructional and non-instructional areas.

- The co-chairs also reported that discussions are underway to streamline feedback loops so that faculty and staff submitting Program Reviews receive clear, actionable responses in a timely manner.
- They noted progress on aligning PRSC's work with accreditation standards and upcoming Governance Survey items, which will inform potential adjustments to committee goals for 2025–2026.

3. **Update from Resource Committees**

Faculty Hiring Prioritization (FHP) Isabel O'Connor:

- Naming convention: Add dropdowns for title/area to standardize request titles: "Assistant Professor → Department → Discipline", with an optional free-text field for specialization.
- Field limits: Set a 300-word limit per narrative field to reduce overly long/duplicative responses.
- Required data: Include FTEF distribution, % taught by contract, % by adjunct, and % by overload; seek pre-populated IE data or a clear link to the official source to ensure consistency and verifiability.
- Sustainability rubric: Focus on climate education only (if applicable); reduce sustainability weight to 5% and reweight to Equity 25%, Excellence 25%, Innovation 20%, Need 25%.
- Implementation path: Liza will confirm what Nuventive can support (dropdowns, character limits) and coordinate with Isabel and Lorenze; Lorenze will share a weighted scoring template. Chairs (Isabel/Lorenze; and Andrew/Catherine for other committees) will bring rubric-weight changes to PCAB for two quick reads (retreat and final meeting) to enable Fall implementation.

Budget Allocation and Resource Committee (BARC) Lorenze Legaspi

- Guidance: Batch comprehensive room/lab overhauls (e.g., computers + projector + accessories) into a single request to reflect operational reality and improve review clarity. BARC FAQs to be updated.

D. **Continuing Business**

Instructional definition: A 'program' is commonly understood as a sequence of courses leading to a degree/certificate. However, department/program structures vary by school; some areas aggregate (e.g., Physical Sciences).

Case-by-case approach: PRSC will consider requests to split/merge units' case-by-case to ensure needs are accurately captured without exploding workload; Faculty Service Areas (FSAs) were mentioned as a possible differentiator.

Student Services/Admin Services: Terms like program/department/office are used variably; no active issues reported.

Committees: When a committee's work spans multiple orgs (e.g., Environmental Sustainability Committee), route resource requests through an appropriate home org (Facilities/Instruction/etc.) or, if needed, through a VP office (e.g., PRSC/IE or Administrative Services) so there is a responsible org for purchasing/hiring. Committees also requested a place to document accomplishments; stopgap options include shared drives/docs while Nuventive options are explored.

E. **New Business**
- Timeline: Motion to approve: Lorenze Legaspi, Seconded by Bruce Naschak.

F. **Action Items/Announcements**
- Liza to follow up with Joel on Nuventive data imports.
- Lorenze to finalize weighted scoring template for rubric adjustments.
- Isabel and co-chairs to prepare rubric revisions for PCAB retreat and final meeting.
- Bruce to deliver Humanities analysis to Hai.
- BARC FAQs to be updated with new bulk request guidance.
- Co-chairs to work with IE on strengthening feedback loops and clarifying definitions for consistency.

G. **Adjournment**
   a. Meeting adjourned at 2:30 pm by Hai Hoang

H. **Resources**
   b. Meeting Schedule 2025-2026
   c. Program Review Resources page
   d. Membership 2024-2025
   e. Program Review Training Schedule 2024-2025
   f. Deliverables for 2024-2025
   g. Governance Survey
   h. Integrated Planning Calendar update
   i. Committee's Goal for 24-25
   j. BARC FAQ's 24-25 Updated 11.1.24.docx

I. **Next Meeting:** September 5, 2025

Minutes Submitted by: Olivia Pryor

Approval Date: