

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Agenda

03/07/25

Zoom ID: 819 9309 6383

12:00 p.m. to 1:30 p.m.

Chairs: IE - Hai Hoang, Inst. - Dina Miyoshi, SS - Erika Higginbotham, Admin, - Lorenze Legaspi*

Administrators: Inst, -Jennifer Carmichael, SS - Leticia Diaz, Admin, Hai Hoang, IE

Student: AS - Arlene Quiroz

Classified Professionals: CS Pres. / Designee – Ayana Woods, Inst. - Vacant, Admin. - Joel Arias, SS – Nicole Judd

Faculty: AS Pres. / Designee - Andrew Hoffman, Arts & Lang Yuka Brown. -, Bus. & Tech. - Mark Abajian, Ex. Sci. - Jake Portugal, Health & Public - Bruce Naschak, LRAS - Katie Palacios, Social & Beh. - Dina Miyoshi*, SSE - Erika Higginbotham*, CTE - Alex Berry and Rachel Russell, CRC- Justin Estep

Committee Representatives: SWC - Alex Berry, FHP - Isabel O'Connor, CH- Catherine Cannock -, BARC - Lorenze Legaspi*, Pathways - Howard Eskew, COA- Liza Rabinovich

Administrative Support: Liza Rabinovich

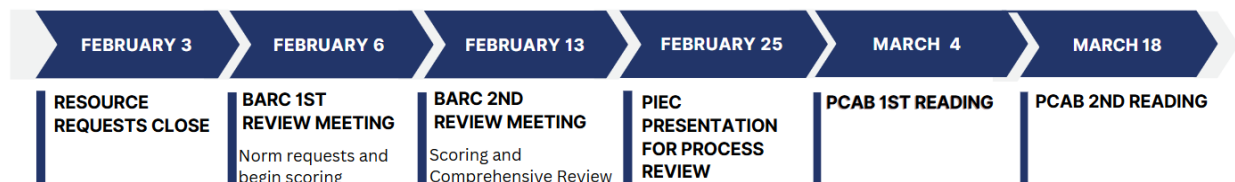
1) Call to Order

- a) Check in and welcome new members (if applicable)

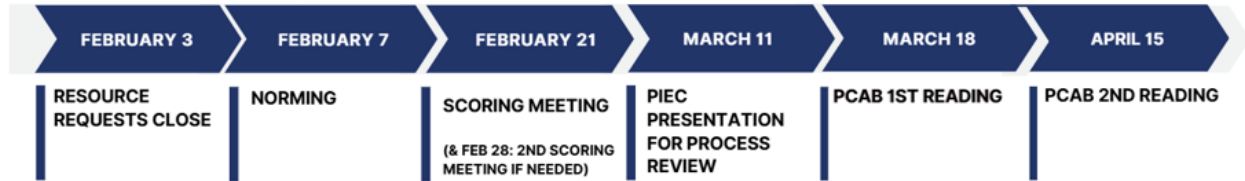
2) Approval of PRSC Minutes [12.6.24](#)

3) Communication Loop

- a) Update from committee members regarding PR
- b) Update from co-chairs
 - i) [Spring 2025 Action Plan](#) (ACCJC Compliance)
 - ii) District's plan for PR (see Appendix)
- c) Update from resources committees
 - i) BARC/CHP- Update and Feedback on 24/25 Requests



ii) FHP- Update and Feedback on 24/25 Requests



(1) One time and On-going FHP Request

4) **Continuing Business**

a) Program Review Feedback Survey (closes end of March)

i) Link

(1) [To see the full survey](#)

(2) To take the survey: tinyurl.com/PR-survey-2425

ii) Action:

(1) Please take the survey and encourage others to take the survey

(2) Not very long

(Standard 1.4, 1.5, 2.5, 2.6, 2.7, 2.8, 2.9, 3.5, 3.6, 3.9)

iii) Timeline:

(1) Close end of march

(2) preliminary results for PRSC in April meeting;

(3) final results in May to prepare for the next year

b) Program Review and Outcomes (Discussion)

i) Further integrating outcomes ([COA's decision – slide 9 and 10](#))

ii) Potential rubric updates (resource committees)

5) **New Business**

a) Update Program Review Handbook with new ACCJC Standards

b) Discuss the date and time for April meeting due to [Spring Break](#)

i) (second Friday of the month) April 11, 12 to 1:30

ii) (second Friday of the month) April 11, 1 to 2:30

iii) Other options

April						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

6) Announcements/Adjournment

- a) Next meeting date: _____
- b) Next meeting time: _____

7) Resources

- a) [Meeting Schedule 2024-2025](#)
- b) [Program Review Resources page](#)
- c) [Membership 2024-2025](#)
- d) [Program Review Training Schedule 2024-2025](#)
- e) [Deliverables for 2024-2025](#)

Appendix



California Community Colleges Institutional Effectiveness

Area of Focus Commentary Guidelines

Section of Original Letter of Interest Area of Focus	Section of a More Detailed Commentary on Area of Focus
<p>1. District Participatory Governance:</p> <p>A. Developing and documenting Processes for:</p> <p>i. Updating current governance committees (membership, description, functions, etc. . . .)</p> <p>ii. Creating new governance committees and sub-committees</p> <p>B. Develop a process for assessing and removing committees, including surveying for continuous improvement</p> <p>C. Develop governance handbook update process and timeline</p> <p>Files: Governance Handbook; Strategic plan; Other documents attached include Participatory governance Global Survey Results,</p>	<p>We must determine what constitutes best practices for Updating, assessing, and developing or removing district-level governance committees.</p> <ul style="list-style-type: none"> • What frameworks or methodologies should be adopted to ensure governance committee updates remain responsive to the changing needs of the district and its constituents? • How can the district strengthen the role of classified staff and students in governance processes? • How can DEIA principles be fully integrated into governance structures and processes? • How can the district establish clear and transparent criteria for creating new governance committees or sub-committees? • What tools and processes are most effective in assessing the performance of governance committees? • How do we determine when a governance committee is no longer needed, and what are the best practices for phasing out or reconfiguring such committees? • What is the ideal process and timeline for maintaining and updating the governance handbook?
<p>2. District Divisional Reviews</p> <p>A. Develop best practice processes and timelines for assessment</p> <p>B. Determine data to inform assessment and improvement</p>	<p>We must determine what constitutes best practices for developing district divisional reviews (i.e., program reviews) for continuous improvement and resource allocation purposes.</p>

<p>i. i.</p> <p>C. Select Planning System, Conduct needs assessment Purchase, design, and implement a planning system</p> <p>D. Determine how we will use Divisional reviews for District Divisional resource allocation purposes</p> <p>Files: draft of first use survey for departmental reviews (Ed Services and II&E are piloting this year); Departmental Review and Action Plan Update (being piloted this year with Ed Services & II&E); Accreditation</p>	<p>A. Develop best practice processes and timelines for assessment</p> <ul style="list-style-type: none"> • What methodologies and frameworks should be adopted to ensure divisional reviews are effective, equitable, and aligned with district goals? • How can timelines for divisional reviews be structured to support thorough evaluation while promoting efficiency? • What mechanisms can ensure that divisional reviews consistently lead to actionable recommendations and support continuous improvement? <p>B. Determine data to inform assessment and improvement</p> <ul style="list-style-type: none"> • What data sets are critical to understand divisional performance and inform decision-making comprehensively? • What benchmarks or key performance indicators (KPIs) should be developed to evaluate the effectiveness and impact of divisions? <p>C. Select a Planning System</p> <p>i. Conduct needs assessment</p> <ul style="list-style-type: none"> • What criteria should guide the needs assessment to identify gaps and requirements for a planning system? • How can input from diverse stakeholders across divisions be integrated into the needs assessment process? <p>ii. Purchase, design, and implement a planning system</p> <ul style="list-style-type: none"> • What features are essential in a planning system to support comprehensive divisional reviews and continuous improvement? • How should the design of the planning system reflect the unique workflows and priorities of SDCCD? • What are best practices for implementing a planning system to ensure smooth adoption and integration? • How can the planning system be leveraged to enhance resource
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	<p>allocation, transparency, and collaboration across divisions?</p> <ul style="list-style-type: none">• How can the planning system be leveraged to enhance resource allocation, transparency, and collaboration across divisions? <p>D. Resource Allocation</p> <ul style="list-style-type: none">• How can divisional reviews ensure equitable and transparent resource allocation across divisions?• What processes should be established to connect divisional performance data to resource allocation decisions?• How can the planning system be leveraged to streamline and enhance resource allocation practices?
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