# SAN DIEGO MESA COLLEGE

## Program Review Steering Committee Minutes

**Friday, September 06, 2024**
**Zoom ID: 819 9309 6383**
**1:00 p.m. to 2:30 p.m.**

**Attendees:**

Hai Hoang, Liza Rabinovich, Dina Miyoshi, Leticia Diaz, Mark Abajian, Erika Higginbotham, Rachel Russell, Michael Cox, Mona King, Yuka Brown, Lorenze Legaspi, Jake Portugal, Ayana Woods, Bruce Naschak, Katie Palacios, Justin Estep.

**Guest:** Dallas Edge

**Administrative Support:** Mona King

### A. Call to Order

1. Hai Hoang called the meeting to order at 1:05 PM. The meeting started with introductions, where members shared the areas or groups they represented.
2. Meeting logistics:
   o The committee will meet on the first Friday of every month via Zoom from 1:00 to 2:30 PM.
   o Meeting minutes and agendas will be available on the Program Review website, along with other resources, including Nuventive training videos.
   o The membership will be revisited as an agenda item in a future meeting.
3. Committee purpose and Mesa2030
   o Hai Hoang showed the committee's website and shared the committee's overall purpose and annual goals. Hai Hoang reiterated the committee's focus on continuous improvement, emphasizing the importance of equity and excellence. He outlined the purpose of the committee in assessing the effectiveness and viability of programs, encouraging data collection, reflection, and planning for future improvements.
4. Communication expectation
   o Hai Hoang emphasized each member's important role in representing their group and encouraged active participation.
   o Members were reminded to share feedback from their areas and to contribute their perspectives during discussions. Members should

ensure a two-way flow of communication: bringing feedback from their areas to the committee and sharing committee discussions with their groups.
- o Outreach plans to specific individuals for representation in student services and student development were discussed, emphasizing the need to advocate and recruit effectively to fill vacant positions.

**B. Approval of April 5, 2024, Minutes** and **Approval of May 3, 2024, Minutes**
1. The minutes from the April 5, 2024, meeting was reviewed and approved.
   - o **Motion:** Rachel Russell
   - o **Seconded by:** Bruce Naschak.
   - o **Abstention:** Justin Estep, Ayana Woods, Katie Palacios
   - o **In Favor:** with nine votes in favor.
   - o **Approved on:** 09-06-2024 no changes were needed
2. The minutes from the May 3, 2024, meeting was reviewed and approved.
   - o **Motion:** Bruce Naschak
   - o **Seconded by:** Erika Higginbotham
   - o **Abstention:** Mona King, Ayana Woods, Katie Palacios, Justin Estep,
   - o **Opposed:** N/A
   - o **In Favor:** with eight votes in favor
   - o **Approved on:** 09-06-2024 no changes were needed

**C. Communication Loop**
1. Update from committee members
2. Update from resources committees
   - o Faculty Hiring Updates: Bruce Naschak asked about the expected number of faculty positions available for Spring 2024. Lorenze Legaspi stated that he doesn't have the current information but will look into it and provide updates in the next meeting.
3. Update from co-chairs: Kickoff event
   - o Hai Hoang shared that the Program Review and Outcome Assessment Kickoff had a good turnout, with around 50 people attending (split between in-person (23) and online).
   - o The update year primarily focuses on updating goals and the summary action plan.

**D. Continuing Business**
1. Next steps: 23-24 high-level report;

- Hai Hoang led a discussion about the 23-24 high-level report for Program Review, seeking input from the committee on how the college typically uses this report
- Bruce Naschak shared that in the past, the high-level report was presented to the President's Council, and no further actions were typically taken unless specific concerns arose.
- Dina Miyoshi mentioned we should clarify which reports are required by ACCJC
- Eliza Rabinovich mentioned we should further integrate Program Review and Outcomes
- The committee discussed how to ensure that the results of the program review are used meaningfully at both the department and college levels.
- Rachel Russell suggested providing departments with a facilitation guide to encourage discussions on program review results, especially for Lead Writers.

2. Program Review Timeline: (Approval needed)
   - Update the Time for Due Date
     - Based on the feedback at Kickoff, because December 2 was the first business day after Thanksgiving, a motion was made to change the draft due date to December 3. **The motion passed.**
     - A proposal was made to change the due time to noon instead of midnight to avoid last-minute evening support. **The motion was passed.**
   - Considering adding a due date for a draft resource request
     - The committee discussed clarifying the timeline for the draft of the resource requests. **A motion was passed** to set the draft resource request due date to December 3, 2024, at 12:00 PM (noon).
   - Considering adding a drop-down item:
     - Hai Hoang also introduced a motion to add a line to the resource request form: "Lead writer(s), program members, chair, and/**or** dean have discussed this request (Yes/No)." **The motion was passed.**

3. Rubric Change
   - From previous meetings: CHP and BARC may increase *Need* and Lower *Sustainability,* and FHP may lower *Sustainability*.

o The discussion on rubric weighting (specifically sustainability) will be revisited once further input is gathered from the resource committees.

4. Membership review

o Membership was reviewed, and Justin Estep was confirmed as a temporary representative for Michael Cox.

**E. New Business**

1. Training Schedule

o Hai Hoang invited committee members to volunteer for training sessions.

o Lorenze Legaspi volunteered to lead an open work session on program review between October 22 and November 22. Other members are encouraged to sign up to assist with training.

2. Program Review and Outcomes

o Eliza Rabinovich introduced potential revisions to the outcomes question in program review based on feedback from ACCJC: the options are to revise the current question and/or to add new questions.

o There is a challenge about placement – capturing information at the course level vs. at the program level. Ideally, ACCJC would like to see the whole program coming together with aligned goals and activities.

o After discussion, the committee agreed to modify/add a question to capture program-level discussions about outcomes. Eliza Rabinovich will work with Nuventive and COA, and will email the committee for voting by email

**F. Action Items/Announcements/Adjournment**

1. IE (Institutional Effectiveness) will update the website with the updated program review timeline and resource request due date.

2. Lorenze will bring the discussion about the rubric change back to the Bark committee and advocate for a recommendation.

3. Liza will work with Bailey and COA to draft/modify/add a question for the outcomes assessment and email the committee for approval.

**G. Resources**

1. Meeting Schedule 2024-2025
2. Program Review Resources page
3. Membership 2024-2025
4. Program Review Training Schedule 2024-2025

5. Deliverables for 2024-2025

**H. Next Meeting**
1. October 4, 2024