

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

11.1.24

Zoom ID: 819 9309 6383

1:00 p.m. to 2:30 p.m.

Attendees: Liza Rabinovich, Hai Hoang, Lorenze Legaspi, Andrew Hoffman, Dina Miyoshi, Erika Higginbotham, Bruce Naschak, Rachel Russel, Katie Palacios, Yuka Brown, Justin Estep, Jake Portugal, Leticia Diaz, Mark Abajian

Administrative Support: Catherine Cannock

A. Call to Order

- a. Approval of the agenda 11.1.2024
 - i. The meeting was called to order by Hai Hoang at 1:05 pm and the agenda for 11.1.24 was presented for approval.
 - ii. Motioned - Rachel Russel; Seconded – Bruce Naschak
 - iii. Approved: 8 members
- b. Welcome new member: Hai Hoang introduced Catherine Cannock to the committee as administrative support.

B. Approval of [PRSC Minutes 10.4.24.docx](#) Minutes

- a. Motioned: Erika Higginbotham; Seconded: Rachel Russel
- b. Abstained: 3 - Katie Palacios, Bruce Naschak, Andrew Hoffman
- c. Approved: 6 members

C. Communication Loop

a. Update from committee members

- i. Faculty Involvement in Program Review: Erika Higginbotham noted that some faculty expressed interest in learning more about this process. Suggestions included:
 - 1. Additional training sessions for faculty and adjuncts.
 - 2. Possible inclusion of program review training in the New Faculty Institute.
 - 3. Collaboration with the part-time faculty institute for professional learning opportunities.
 - 4. Making a page and adding it to the Pro Mesa Model. Connect with Katie Palacio after the co-chairs decide how to move forward.

- ii. Resource Request Language Revision: Hai Hoang proposed to revise language in program review resources from “Dean” to “Manager/Supervisor” to be more inclusive of reporting structures.
 - 1. The committee decided to vote on the new language.
 - 2. Motioned: Bruce Naschak; Seconded: Dina Miyoshi
 - 3. Approved: 10 members

b. Update from resources committees

- i. Liza Rabinovich: Faculty Hiring Committee Hyflex training scheduled on November 15th in LRC 432 and zoom from 11 am – 12 pm.

D. Continuing Business

a. Approval of Committee goals for 24 – 25

- i. Hai Hoang shared the 24 –25 deliverables. The committee reviewed and approved the goals for the 2024-2025 academic year, focusing on enhancing clarity and support for faculty and staff involved in program review.
- ii. Motioned to approve: Lorenze Legaspi; Seconded: Erika Higginbotham
- iii. Approved: 9 Members

b. Program Review and Outcome Discussion

- i. ACCJC Reporting Timeline: The committee is aligning the program review schedule with the ACCJC requirements, with drafts due by March to allow for governance reviews in April and May, and final submission in September.

c. Rubric Change Discussion

- i. It was confirmed by VPA Lorenze Legaspi and Andrew Hoffman that no rubric changes would be made for this cycle. Any potential changes will be discussed at the end of the cycle to be implemented in the following year.

d. Membership Review

- i. Two new members have joined, Hamid Ghasemi Bahraseman - Representing Math and Natural Sciences Faculty and Nicole Judd - Representing Classified Professionals in Student Services.
- ii. Hai Hoang shared that the committee is still looking for representatives to fill the following positions:
 - 1. Health & Public Faculty - Faculty representative from the Health and Public Services division.
 - 2. Instruction Classified Professional - Classified professional representative for the Instruction division.

3. Student Affairs Faculty - Faculty representative for Student Affairs.
4. Student Development Faculty - Faculty representative for Student Development.

These additional members will help to complete the committee's representation across different divisions, ensuring a well-rounded perspective in program review discussions.

e. Governance Survey

- i. The committee discussed the purpose of the Governance Survey, which is part of the ACCJC accreditation process, designed to assess the effectiveness and inclusivity of the college's shared governance structure. This survey supports compliance with ACCJC Standards IV.A.7 (2014) and Standards IV.2 and IV.3 (2024).
 1. Committee members were encouraged to complete the Governance Survey if they hadn't done so already.

f. Program Review Survey Feedback

- i. The committee reviewed the structure and content of the program review feedback survey. It will be distributed after the final submission deadline to capture user experience for future improvements.
- ii. The purpose of the Program Review Feedback Surveys purpose is to gather feedback from participants about their experiences with the program review process for continuous improvement. Specifically, the survey aims to:
 1. Identify areas for improvement in the program review process, helping to refine procedures, resources, and support for future cycles.
 2. Collect insights from faculty, staff, and managers involved in program review, particularly in areas such as training, resource requests, and outcome reporting.
 3. Ensure alignment with ACCJC accreditation standards, as feedback will support effective planning and decision-making.
 4. Support committee goals by understanding user experiences, which helps the committee make informed updates to the process, tools, and training.
- iii. The survey will be distributed after the final program review submission deadline in February, with preliminary results reviewed in March and in April. This timeline allows any necessary adjustments to be planned for implementation in the next academic year.

E. New Business

- a. **Program Review Feedback Survey:** The committee reviewed the structure of the program review feedback survey, planned for distribution after the final program review submissions in February. This survey will help identify areas for improvement in the process.
- b. **BARC Committee Updates:** VPA Lorenze Legaspi presented updated [BARC FAQs](#) to clarify resource request processes. These FAQs now include ACCJC standards and guidelines on resource allocation.

F. Action Items/Announcements

- a. Catherine Cannock to finalize minutes and distribute.
- b. Committee Members to review and disseminate BARC FAQs to relevant faculty and staff.
- c. Erika Higginbotham and Katie Palacios to coordinate potential program review training sessions for adjunct faculty.
- d. Committee to complete the governance survey if not already done.

G. Adjournment

- a. Meeting adjourned at 3 pm by Hai Hoang

H. Resources

- b. [Meeting Schedule 2024-2025](#)
- 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

- 1. December 6, 2024