

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

12.6.24

Zoom ID: 819 9309 6383

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

Attendees: Liza Rabinovich, Hai Hoang, Dina Miyoshi, Bruce Naschak, Rachel Russell, Yuka Brown, Lisa Burgert, Mark Abajian, Nicole Judd, Justin Estep, Ayana Woods,

Administrative Support: Catherine Cannock

A. Call to Order

- a. Approval of the agenda 12.6.24
- b. Called to order by Hai Hoang at 1:00 pm and the agenda was presented for approval.
 - Motioned: Lisa Burgert
 - Approved: Yes

B. Approval of [11.1.24 Minutes](#)

- Motioned: Lisa Burgert
- Seconded: Bruce Naschak
- Abstained: 1
- Approved: Yes

C. Communication Loop

- No significant updates or feedback were reported from committee members.
- Members were encouraged to share any concerns or insights regarding ongoing projects and committee actions.

D. Continuing Business

- Discussion on the requirement to provide a 5% sample of all active course syllabi for Fall 2025.
- The committee acknowledges this as a positive development, as it allows them to have control over the selection process.
- Members were encouraged to email feedback to be shared with COA for further discussion.
- Program Review Process and Timeline:

- i. December 3rd was the due date for draft submissions.
- ii. December 4th marked the start of the manager feedback period.
- iii. Training for managers took place on December 4th to ensure awareness of processes.
- iv. Review timeline updates for BARC, CHP, and FHP presentations.

E. New Business

- Discussion on the importance of tying outcomes to resource requests and other institutional needs.
- Acknowledgment of the need to align accreditation requirements with institutional processes.
- The committee was asked to identify areas where these connections could be strengthened.
- Members were encouraged to share ideas on how to integrate resource allocation with assessment outcomes beyond the existing mechanisms.
- Dina Miyoshi emphasized the need to explore multiple avenues beyond resource request mechanisms to meet accreditation requirements.
- Hai Hoang invited members to submit questions and thoughts via email for ongoing discussion.

Resource Request Transparency Discussion:

- Members debated the feasibility of providing examples of successful resource requests to guide applicants.
- Concerns were raised about fairness, potential discrepancies in approvals, and the need for clearer selection criteria.
- The importance of transparency in funding decisions was highlighted.

F. Action Items/Announcements

- Open invitation for members to submit additional thoughts or questions via email for further discussion.
- Recognition of the importance of ongoing dialogue on these topics in the coming months.
- Encouragement for members to contribute ideas to improve institutional planning and effectiveness.
- Upcoming Program Review Survey to capture feedback on the review process and funding concerns.

- Discussion on accreditation compliance and assessment timelines, ensuring alignment across programs.

G. Adjournment

- a. Meeting adjourned at 2:30 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

- March 7, 2025

Minutes Submitted by: Liza Rabinovich

Approval Date: 3/7/25