

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

03.7.25

Zoom ID: 819 9309 6383

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

Attendees: Isabel, O'Connor, Catherine Cannock, Hai Hoang, Dina Miyoshi, Bruce Naschak, Rachel Russell, Yuka Brown, Lisa Burgert, Mark Abajian, Ayana Woods, Liza Rabinovich. Leticia Diaz

Administrative Support: Liza Rabinovich

A. Call to Order

- a. Approval of the agenda 3.7.25
- b. Called to order by Hai Hoang at 12:00 pm and the agenda was presented for approval.
 - Motioned: Rachel Russell
 - Seconded: Dina Miyoshi
 - Approved: Yes

B. Approval of 12.6.24 Minutes

- Motioned: Rachel Russell
- Seconded: Dina Miyoshi
- Approved: Yes

C. Communication Loop

- **Update from Committee Members Regarding Program Review**
 - **More Clarity on Program Review Submission**
 - i. Members discussed feedback from departments, particularly regarding the lack of a visible submit button in the program review platform.
 - ii. Clarifications were provided regarding the auto-submission feature and ensuring that users understand how to save and complete forms.
 - **Clarification on Resource Request Submissions**
 - iii. Catherine Cannock raised a question regarding budget augmentations continuing to be submitted.
 - iv. Liza Rabinovich explained that while budget augmentations were removed two years ago, some users may copy previous resource requests.

- v. A clearer communication plan will be established to avoid further confusion.
- **Structure of the Resource Request Form**
 - vi. Some of the lead writers expressed frustration over lost data when forms were not completed in one sitting.
 - vii. Liza Rabinovich suggested users enter placeholder text to save progress and return later.
 - viii. Further improvements in platform performance will be considered.
- **Manager Feedback**
 - ix. Rachel Russell inquired about manager feedback notifications.
 - x. Hai Hoang confirmed no automatic notifications are generated.
 - xi. Suggestion: Encourage managers to directly notify lead writers after submitting feedback.
- **Update from Co-Chairs**
 - i. Hai Hoang introduced the district's plan to establish its own program review process.
 - ii. Members raised questions regarding how the district's review will interact with the college's process.
 - iii. Isabel O'Connor expressed concerns about potential resource allocation impacts.
 - iv. The committee will monitor developments and provide feedback.
- **Update from Resource Committees**
 - i. Catherine Cannock presented updates on BARC and CHP committees.
 - ii. Suggestions included grouping similar equipment requests to streamline funding.
 - iii. A proposal to add a fiscal sustainability component to the rubric was discussed.
 - iv. Feedback will be used to draft proposed changes before the next cycle.
 - v. Isabel O'Connor provided an update on faculty hiring requests.
 - vi. Discussions included a review of application lengths and the possibility of implementing word limits.
 - vii. Isabel also emphasized the need for more clear and consistent data in applications.

D. Continuing Business

- **Program Review Survey**

- i. Hai Hoang reported that 17 responses had been received so far for the Program Review Feedback Survey.
 - ii. Members were encouraged to promote the survey in their respective departments.
- **Program Review and Outcomes**
 - i. A new policy under discussion by COA for non-compliant programs ineligible for resource requests.
 - ii. Further clarification is needed on implementation and enforcement.
 - iii. The timeline for implementation is expected to align with the next four-year cycle starting in Fall 2026.

E. Action Items/Announcements

- Members to encourage survey participation.
- Committee chairs to provide draft language for proposed changes to BARC and CHP processes.
- COA to continue discussions on the outcomes compliance policy.
- Next Meeting will be April 11 at 1pm (one time change)

F. Adjournment

- a. Meeting adjourned at 1:20 pm by Hai Hoang

G. 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: April 11, 2025

Minutes Submitted by: Liza Rabinovich

Approval Date: 04/11/25

