

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

04.11.25

Zoom ID: 819 9309 6383

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

Attendees: Dina Miyoshi, Bruce Naschak, Mark Abajian, Rachel Russel, Hai Hoang, Erika Higginbotham, Leticia Diaz, Ayana Woods, Alison Mona, Hamidreza Ghasemi Bahraseman, Liza Rabinovich

Administrative Support: Liza Rabinovich

A. Call to Order

- a. Approval of the agenda 4.11.25
- b. Called to order by Hai Hoang at 1:00 pm and the agenda was presented for approval.
 - Motioned:
 - Seconded:
 - Approved: Yes

B. Approval of 3.7.25 Minutes

- Motioned: (missing)
- Seconded: (missing)
- Approved: Yes

C. Communication Loop

- **Update from Committee Members Regarding Program Review**
- **Update from Co-Chairs**
- **Update from Resource Committees**

D. Continuing Business

- Program Review Feedback Survey Summary – 2024–25
- The committee reviewed the results of the 2024–25 Program Review Feedback Survey (n=32). Key takeaways include:
 - i. **Participation & Roles:** 78% of respondents were faculty, 16% managers/supervisors, and 6% classified professionals. Most (31/32)

served as lead writers, averaging 7 years of experience. Response rate (~22%) is considered strong.

ii. Strengths Identified:

1. Positive engagement with Program Analysis and Goals modules.
2. High satisfaction with individualized support, especially from Liza Rabinovich.
3. Clear timeline and communications appreciated by most participants.
4. One-on-one Zoom sessions were the most preferred training format.

iii. Areas for Improvement:

1. **Nuventive:** Widely viewed as difficult to navigate, with unclear instructions and missing features like autosave and final review checklists.
2. **Training & Support:** Sessions were too broad; overreliance on one individual for assistance.
3. **Equity & Collaboration:** Need more inclusion of newer faculty voices and improved outreach strategies.
4. **Data Access:** Inconsistent accessibility and unclear guidance on sources, particularly for Student Services and Classified Hiring.

iv. Process-Specific Feedback:

1. **BARC, FHP, CHP:** Common concerns included unclear rubrics, confusing forms, redundant requests (e.g., Perkins), and lack of transparency in approval.
2. Suggestions included integrating request processes, refining instructions, and providing more examples for different request types.

E. Action Items/Announcements

- Invest in Nuventive enhancements and clearer, role-specific tutorials.
- Improve communication, especially around data use and decision-making.
- Increase manager engagement
- Enhance cross-department collaboration.
- Next Meeting will be May 2 at 12pm

F. Adjournment

- a. Meeting adjourned at 2:30 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:** May 2, 2025

Minutes Submitted by: Liza Rabinovich

Approval Date: May 2, 2025