SAN DIEGO MESA COLLEGE
Program Review Steering Committee Minutes
Friday, February 2, 2024
Zoom ID: 819 9309 6383
1:00 p.m. to 2:30 p.m.

Attendees:
Hai Hoang, - Dina Miyoshi, Erika Higginbotham, Leticia Diaz, Sahar King, Yuka Brown, Mark Abajian, Jake Portugal, Kimberly Mills, - Bruce Naschak, Rachel Russell, Michael Cox, Catherine Cannock

Absent: Linda Hensley, Lorenze Legaspi, Admin, - Lorenze Legaspi, Joel Arias, Ayana Woods, Andrew Hoffman, Alex Berry, - Isabel O'Connor, Howard Eskew
Administrative Support: Mona King

A. **Call to Order:**
   o The meeting was called to order by Committee Chair Hai Hoang at 1:10 PM.

B. **Welcome new members and confirmation of PR membership for Spring 2024**
   o Hai Hoang welcomed everyone to the first-semester meeting of 2024 and reviewed the time and date of the committee if still working for everyone.

C. **Approval of December 1, 2023 Minutes**
   o The minutes from December 1, 2023, were motioned by Dina Miyoshi and seconded by Mark Abajian. Abstentions were made by Rachel Russell and Michael Cox and Approved

D. **Continuing Business**
   o **Reminder/Promotion/support of Program Review**
      1. Hai Hoang emphasized the importance of improved communication and feedback loops from the campus to the program review committee.
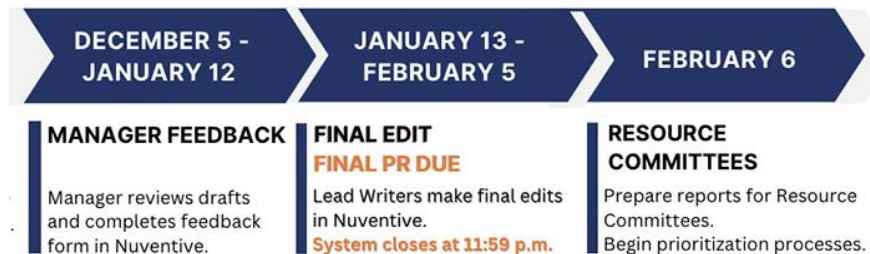   o **Update from committee members**
      o Update from Liza Rabinovich shared the upcoming support session on 02/05/2024 and also hosted the support session on 02/02/2024 with 6 participants.
      Will communicate with the resource committee chairs, notifying them that this year marks the first time we're using Nuventive. During the scoring phase, if you encounter any resource requests

missing information or appearing incomplete, please reach out to us. Please be on the lookout for any text indicating a link. Nuventive does not support live links, so please copy and paste the text directly into your browser to view the materials presented. Let us know if you have any questions about this. During the process of scoring, please remember to ask for a bit of grace and kindness. If something is incomplete in the resource request, rather than rejecting it outright, please take note. This will allow us to reach out to those areas. For example, if there's a missed alignment due to not clicking in the right space.
  - o some requests were not aligned and planned to reach out to those responsible.
- o **Update from co-chairs: timeline reminder, update on resource requests**
  - o Hai Hoang reminded everyone about the upcoming deadline for the program review process on February 5th.

DECEMBER 5 - JANUARY 12

MANAGER FEEDBACK

Manager reviews drafts and completes feedback form in Nuventive.

JANUARY 13 - FEBRUARY 5

FINAL EDIT
FINAL PR DUE

Lead Writers make final edits in Nuventive.
System closes at 11:59 p.m.

FEBRUARY 6

RESOURCE COMMITTEES

Prepare reports for Resource Committees.
Begin prioritization processes.

2. **Update from resource committees**
   a) [BARC Timeline](#)
   b) FHP Timeline
   c) CHP Timeline
      - o Update from Catherine Cannock Resource Committee's Timeline for CHP Timeline and BARC Timeline
      - o The first reviews will be conducted on February 8th, 2024, and the second reviews on February 26th, 2024. The presentation schedule is as follows:
      - o Begin Scoring: February 8, 2024
      - o Completion of scoring by: February 26, 2024
      - o First Reading of Resource Committee score to PIEC Committee: February 27, 2024
      - o Additionally:
      - o PCAB First Reading: March 5, 2024 a) BARC: 2 positions are to be filled, one for a faculty member and one for a classified position. b) FHP Committee: One supervisor and

at least 2 classified professionals from student services are needed.

- **Feedback on the "Annual Integrated Planning Survey"**
    1. Review survey questions and survey name changed to
    2. Approval of the updated survey content and name" Program Review Feedback Survey"
        - Hai Hoang presented an integrated survey aimed at capturing participants' roles and experiences on campus. He also discussed the process of submitting resource requests and the spirit with training, information website, etc. Dina Miyoshi suggested minor changes, including updating the name of the platform and software, which Hai noted for revision. The team agreed to move forward with the survey. A motion was made and approved to approve the survey with modifications, specifically removing the name of the.
        - The survey would be sent to lead writers and managers include a request in the email invitation for the survey to be forwarded to anyone who contributed to the program review process.

Action Items
- Hai will revise the survey based on Dina's feedback and change the name to "Program Review Feedback Survey."
- Liza will send a campus email reminding people about the hard deadline for program review submissions.
- Liza will contact Alex to review the survey and send it out by the end of this month.
- Liza will follow up on Monday to see if any alignments are missing and reach out to those people individually.

E. **Resources**
- [Program Review Resources page](#)
- [Program Review Training Schedule](#)
- [Membership 2023-2024](#)
- [2023-2024 Meeting Schedule](#)
- [Deliverables for 2023-2024](#)

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F. **Adjournment**

- Meeting adjourned at 1:45 p.m.

Minutes

- Minutes Submitted by: Sahar King
- Approved on:

Next Meeting
- March 1, 2024