San Diego Mesa College
Program Review Steering Committee
Meeting Notes

Friday, October 02, 2020
1:00pm p.m. – 2:30 p.m., Zoom

ATTENDEES/ PROXIES	*Co-Chairs:*	**Faculty:**
	Bridget Herrin - Institutional Effectiveness (IE)	Mark Abajian - Business and Technology
	Erika Higginbotham - DSPS	Kevin Branson - Technology Services (excused)
	Lorenze Legaspi –BARC (excused)	Chris Kalck – Student Services
	Bruce Naschak – Humanities (excused)	Dina Miyoshi – Social Behavioral Science
		Pegah Motaleb – English
	Administrators:	Michael Cox – Curriculum (excused)
	Linda Hensley - Humanities	James Hinton – Math and Science
	Larry Maxey – Student Equity (excused)	**Consultants:**
		Monica Romero – Strong Workforce
	Classified Professionals:	Isabel O'Connor – FHP (excused)
		Ellen Engels – CHP (excused)
		Manuel Velez – FHP (excused)
		Anda McComb- IE
	Administrative Support:	**Students :**
	Mona King – IE	

Agenda Item A:	Call to Order: Approval of September 4, 2020 Minutes
DISCUSSION	- Approval of September 4, 2020 Minutes. - Minutes were M/S by Chris Kalck and Dina Miyoshi and approved. - PRSC had a guest: UCSD graduate student as a part of the PATH program to observe the meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Post approved minutes on the Program Review website.	• Mona King	• Before next meeting

Agenda Item B:	Continuing Business
DISCUSSION	**Membership Updates** **Electing a new Co-chair** - CO-chairs would be pulled from the membership. - Bruce Naschak has stepped down from his committee co-chair role; he'll still be part of the committee as a humanities faculty

representative
- Question raised: wait until PRSC membership update proposal gets passed by President's Cabinet?
- Second read of the membership will be on October 20th, 2020.
- Recruitment requests will be sent to Howard, Eva and Vitoria for the classified faculty and students membership vacancies.
- Dina Miyoshi volunteers to be an acting CO-chair until we fill those membership vacancies.
- Have a vote for the formal person once the slots are filled
- Committee approved with the Dina Miyoshi volunteer to be Acting Co-chair
  - **Membership proposal**
- **Goals for the year and the PR handbook**
  - (1) The Program Review Handbook that was revisited in Spring 2020 but is currently on pause.
    - The purpose of the Handbook is for the campus to understand the process of program review.
    - Include a clearly outlined cycle that includes timeline length connects to the five- and ten-year Plan goals and outcomes
    - It should clearly outline workflow and includes how it connects to the budget and planning and resource allocation processes, how it connects to FHP and CHP
    - Clearly outline roles and trainings
    - The Annual Program Review Report gets delivered back to PIEC, that can be included in the PIEC Annual Report
      - Measure ourselves towards our five-year goals or progress report
    - considers the needs and requirements of career education
  - (2) the new and improved workspaces
    - Modify the workspace to be simple and succinct.
    - equity is embedded throughout the space
    - Align questions with other committee plans (ie. Mesa2030) and making connections explicit through the design.
    - Options for inter departmental collaboration.
    - encourage meaningful reflection, action-oriented, and focused on quality improvement.
  - Some questions posed from the committee:
    - Do we feel like this sort of structure of organizing our goals for the year around deliverables is useful, helpful, and effective?
    - Are there other deliverables that we think we should be considering this year that aren't on here outside of the handbook and the workspace?
      - Yes, the structure works

| | | • Send out goals to the team for review since members are absent
• Under that first deliverable of the handbook. We started with the 2014 handbook as a starting point and started editing it last spring.
• start thinking about how we want to move forward with the description of the committee.
  o Question raised: What do we want our program review cycle to look like in terms of the timeline?
    ▪ Homework created for committees to look at different colleges and their respective Program Review process, timeline and their cycle.

• Charge and Process

• Handbook
• Goals for this year |
| | | |

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Draft Google Doc for Committees to Enter Examples of Program Review • Review other colleges and the program review they find • Send Google Doc of Goals and Charge to Program Review Committee	• Mona King • Committee Members • Mona King	• Before next meeting • Before next meeting • Before next meeting

Agenda Item C: **New Business**

DISCUSSION	N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
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Agenda Item D: **Announcements/Adjournment:**

| DISCUSSION | 1. Next meeting November 6th, 2020 |
| | 2. **Bridget Herrin adjourned the meeting at 1:40 p.m.** |

Submitted by: (Mona) Sahar King

Approved on: _____