San Diego Mesa College
Program Review Steering Committee
Meeting Notes

Friday, October 1, 2021
1:00 p.m. – 2:30 p.m., Zoom

ATTENDEES/ PROXIES	*Co-Chairs:*	**Faculty:**
	Bridget Herrin – Institutional Effectiveness	Mark Abajian – Business and Technology
	Erika Higginbotham – DSPS	Kevin Branson – Technology Services
	Lorenze Legaspi – BARC	Bruce Naschak – Humanities
	Dina Miyoshi – Social Behavioral Science	Michael Cox – Curriculum
		Andrew Hoffman
	Administrators:	James Hinton – Math and Science
	Linda Hensley – Humanities	Janue Johnson – LRC (excused)
	Larry Maxey – Student Equity (excused)	John Crocitti
		Committee Representatives:
		Monica Romero – Strong Workforce
	Classified Professionals:	Isabel O'Connor – FHP
	Mona King	Ellen Engels – CHP
	Joel Arias (absent)	John Crocitti– FHP
	Olivia Picolla	**Students:**
		Forest Corbett
		Guests: FHP, CHP, BARC members
	Administrative Support:	
	Mona King – IE	

Agenda Item A:	Call to Order: Approval of September 3, 2021, Minutes
DISCUSSION	1. **Approval of September 3, 2021, Minutes.** a. Minutes were M/S by Forest Corbett and John Crocitti and approved.

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

Agenda Item B:	**Continuing Business**

DISCUSSION	**1. 2021/22 Request Portal Update**
	 a. CHP and BARC are done and finalized. FHP is in the final stages of development.
	 b. The request portal should be live within the next two weeks.
	2. 2021/22 Training Schedule
	 a. All the trainings will be recorded and posted on the website.
	   i. The orientation training for program review is available on the website.
	 b. Timeline, training schedules, and links to recordings are available in in the program review resource page.
	 c. Open work sessions will not record and will be more like office hours to help support attendees.
	3. Software Selection Update
	 a. There is a district wide workgroup looking at different software to replace Taskstream.
	 b. The contract with Taskstream was renewed for year to give the workgroup some time to find a replacement.
	 c. The workgroup will be receiving demos and reviewing them over the next two months.
	   i. There will be two demos in October and two in November.
	 d. The workgroup will finalize decision on the replacement in December and January.
	 e. The workgroup will bring back the recommendations to the program review steering committee and a few other groups on campus for input.
	4. Draft Goals/Deliverables 2021-22
	 a. Development of Program Review Handbook
	   i. Complete the process for the development of the handbook so that it is updated, and it reflects our new cycle of program review.
	 b. Align Program Review Workspace with Roadmap to Mesa2030
	   i. The goal is to have the questions from program review workspace align with the roadmap.
	 c. Align Program Review & Resource Allocation
	   i. The goal is to have program review and resource allocation processes align with the roadmap.
	 d. Select new Software
	 e. Motion to approve the draft deliverables for 2021/22 for this committee. M/S by John Crocitti and by Forest Corbett. Motion approved.
	5. Resource Alignment Workgroup Update
	 a. The workgroup has started brainstorming of how they can move forward with alignment.
	 b. The first step is to take the questions from all the different resource request forms and find where there are commonalities and potential

synergies that the team can use for the alignment.

    c. PRSC to keep this item on the agenda for the duration of the semester to keep continued communication between the groups.

6. **[Program Review Handbook](#) (Objective: Review and Revise)**

    a. The handbook was originally drafted in 2014. The revising of the program review handbook initially took place in 2019 and was stopped due covid-19. Now the committee will pick up and start revising again.

    b. The committee needs to think about what the process looks like, and the handbook will be the documentation of the process.

    c. The committee was asked for feedback on potential changes and revisions on the program review handbook.

    d. Suggested edits to be made to the **purpose statement** in the draft PR handbook include:

        i. Create an overarching statement about the committee followed with a series of numbered points. The numbered points should capture more specific process-oriented statements.

        ii. Add as one of the numbered points a reference to the Roadmap to Mesa2030 and Master Plan. Can be something like, "facilitate progress towards strategic objectives and master planning goals."

    b. Suggested edits to be made to the **Program Review within Integrated Planning** section of the draft PR handbook include:

        i. Include the phrases Mesa2030 and Roadmap to Mesa2030.

    c. Suggested edits to be made to the **Program Review Process and Cycle** section of the draft PR handbook include:

        i. Add how many years are in a cycle.

        ii. Add terms (Fall, Spring) as a reference.

        iii. Reflect the decision that questions would remain the same

        iv. Add an item that represents out-of-cycle events or add a footnote regarding extenuating circumstances in the leading paragraph before the figure.

    d. Suggested edits to be made to the **Program Review Report Structure** section of the draft PR handbook are to be discussed at the next PRSC meeting(s).

        i. In the time between now and the next meeting, committee members were asked to add your feedback/suggested edits to the draft PR handbook

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• Share working draft document of program review handbook with Committee. • Add your feedback to Program Review Handbook	• IE • Committee member	• Before next meeting • Before next meeting

Agenda Item C: **New Business**

DISCUSSION	N/A

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	•	•

Agenda Item D: **Announcements/Adjournment:**

DISCUSSION	1. **Next meeting: November 5, 2021** 2. **Meeting Schedule 2021-2022** 3. **Bridget Herrin adjourned the meeting at 2:15 p.m.**

Submitted by: Sahar (Mona) King

Approved on: _____