SAN DIEGO MESA COLLEGE

San Diego Mesa College
Program Review Steering Committee
Meeting Notes

Friday, December 1, 2017
11:00 a.m. – 12:30 p.m., LRC432

ATTENDEES/ PROXIES	*Steering Committee/Liaisons*	Jonathan McLeod
	Madeleine Hinkes, Co-Chair	Dina Miyoshi
	Jacqueline Collins, Co-Chair (excused)	Pegah Motaleb (excused)
	Bruce Naschak, Co-Chair	Monica Romero (excused)
	Genevieve Esguerra, Co-Chair	Saloua Saidane (absent)
		Charlie Zappia (excused)
	Mark Abajian	
	Juan U. Bernal	Administrative Support:
	Kevin Branson (excused)	Mona King
	Paula Gustin (excused)	Anda McComb
	Bridget Herrin (excused)	Kyung Ae Jun
	Ian Kay	
	Charlie Lieu	Guests:
	Marichu Magana	Chris Kalck
	Larry Maxey (absent)	

Agenda Item A: **Call to Order: Approval of October 6, 2017 Minutes**

DISCUSSION	• The meeting was called to order by Hinkes at 11:15 am • Review and approval of Minutes from November 3, 2017 meeting • Draft Minutes were emailed to program Review Committee prior to the meeting for review • Minutes were M/S/C by Bruce Naschak and Jonathon McLeod; approved

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

Agenda Item B: **Continuing Business:**

DISCUSSION	**1. Website improvements:** • Website improvements: Not much has been done yet • Pictures will be replaced with new staff • Can we have extension for program review dead line?

- For next year we can change the Friday closing to Monday
- Training schedule is updated
- Faculty have only two weeks to finish

2. **Training and support:**
- Resources: Zoom trainings are archived, Meeting schedules, BARC Form, Rubric.
- Next Friday: Open work session available to liaisons & managers; can do review during that time with help
- Liaisons must be sure there is a quote attached to the BARC forms. It is okay if it is last year's quote but it must be updated by February 2nd.
- Are extensions a possibility? Yes, in special circumstances. Have to let their Liaison and Dean know. The December deadline can be extended, however, the February Deadline cannot be extended.
- Chris Kalck wants to join the Program Review Committee. There are 9 faculty spots and one faculty has not attended all semester for meeting. She will be contacted.

3. **2018-2019 Comprehensive Program Review:**

- Comprehensive Program Review: a list of 30+ categories down to about 12.
    1. Submission information
    2. List of faculty /Staff/et al; Include adjuncts? (optional)
    3. Program mission and vision (if any); align with college mission.
    4. Program description (from catalog); strengths, challenges, external influences
    5. Curriculum: Degree and certificates offered, earned; FTEF numbers; curriculum review
    6. CTE (if applicable) Advisory group and labor market
    7. Outcomes assessment (CLO, PLO, SSO,SSPO, AUO)
    8. IE Data analysis (can include other data if available)
    9. Goals, action plans
    10. Close loop on last year
    11. Resource requisitions
    12. Reviews: Liaison, Manager
- In early spring, we will start to frame the questions more specifically for outcomes assessment and the IE data questions. COA, IE office, and this group will be involved to figure out what information we want and the best way to ask for it.
- Executive summary: What we really want to know is what your accomplishments and challenges are in order to keep it simple for the summary.
- At the end we collect those executive summaries into one report to see patterns and figure out what to do to help the most people. We will talk about what exact questions we will use early in the spring to

	give us time to talk about it before next summer
	• We will stay with Taskstream; no new system can talk to PeopleSoft for at least 18 months.
	• Our hope is that the outcomes assessment side can talk to the program review side since they have merged with another company.
	• There is an annual Taskstream conference in June 19th-22nd in Texas. The problem is that the District will not pay for conferences in certain states that have gender issues. Therefore, people would have to pay out-of-pocket in order to attend. Taskstream is thinking about having a southern California conference.
	• Taskstream can be difficult for users during the weekend and it can be especially difficult to contact them after hours (east coast time) or during weekends.

ACTION ITEMS	PERSON	DEADLINE
• None	• N/A	• N/A

Agenda Item C: New Business: 1. Integrated Planning Survey

DISCUSSION	• Integrated Planning Survey: Will be sent to liaisons, lead writers, and managers. It informs how we revise the program and how BARC, CHIP, and FHP revise things for the next year.
	• Some questions about BARC "Most helpful aspect of the support and how the process could be improved?"
	• What we don't have is an open ended question on how the process could be approved.
	• Example: Did you submit a BARC request? "Most valuable aspect from being a liaison" "Recommendations to improve your experience if you are a manager"
	• It would be great to have the heads of committees like BARC to come in and listen to the changes we would like to make. Sometimes we provide them with changes but it falls through and it does not happen. If they come and see that this is a problem there will hopefully be a better response.
	• Over the years have we changed many questions in the survey? If we stick to the format of the questions we could analyze the longitudinal data to see if there has been any progress.
	• BARC had their trainings online this year but it might be helpful to request some in person workshop. However, Jacqueline and Rachelle have been answering any questions.
	• Need to have resources available for lead writers in order to avoid having them go on a scavenger hunt for the information they need.
	• Can we do focus group?

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

DISCUSSION	1. Next meeting , February 2, 2018, LRC 432 2. The meeting was adjourned by Hinkes at 12:35 p.m.

ACTION ITEMS	PERSON	DEADLINE
• None	• N/A	• N/A

Submitted by: Mona King

Approved on: _____