SAN DIEGO MESA COLLEGE

San Diego Mesa College
Program Review Steering Committee
Meeting Notes

Friday, March 1, 2019
11:00 a.m. – 12:30 p.m., LRC432

ATTENDEES/ PROXIES	*Steering Committee/Liaisons*	Jonathan McLeod (excused)
	Madeleine Hinkes, Co-Chair	Dina Miyoshi
	Lorenze Legaspi, Co-Chair (excused)	Pegah Motaleb
	Bruce Naschak, Co-Chair	Monica Romero
	Erika Higginbotham Co-Chair	Charlie Zappia (excused)
	Mark Abajian (absent)	
	Juan U. Bernal (excused)	Administrative Support:
	Kevin Branson (excused)	Mona King
	Andrew Hoffman (excused)	Anda McComb
	Bridget Herrin	
	Chris Kalck	Guest: Megan Chase
	Ian Kay	
	Marichu Magana (excused)	
	Larry Maxey	

Agenda Item A: **Call to Order: Approval of May 4, Minutes**

DISCUSSION	• Approval of May 4, 2018 Minutes • Minutes were M/S by Monica Romero and Ian Kay and 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. **Integrated Planning Survey :**
	  • The integrated planning survey closes on March 1, 2019
	  • 50% response rate
	  • For next year, the Integrated Planning Survey will add a CTE question and send questions to committees (BARC, FHP, CHP) for review
	  • We will present the result of the integrated planning survey at the next meeting.

ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
• N/A	• N/A	• Ongoing

Agenda Item C: New Business:

DISCUSSION	1. An Equity Analysis of the Instructional Program Review Template (Guest: Megan Chase, CUE)
	• The Purpose of this analysis was to provide an external review and list of recommendations for embedding equity in the Program Review template.
	• Equity efforts assessment: analyses from an equity perspective on Program Review template
	• The report only contains recommendations.
	• Initial list of questions to guide the analysis
	  ➢ How is equity embedded in the program review template?
	  ➢ How is equity defined? How is racial equity included or not included?
	  ➢ How is equity as a priority or the importance of equity conveyed in the questions asked?
	  ➢ What are the strengths of the template and areas in need of improvement from an equity perspective?
	
	  Strengths
	• From an external perspective, the template is located on TaskStream, which after logging in is user-friendly.
	• The data dashboards are easy to navigate and provide a plethora of information to programs.
	• Liaison and manager reviews provide feedback to increase quality of review
	Improvements needed
	• Race and ethnicity were not mentioned across any of the prompts.
	• Need to put equity and excellence at the forefront
	• Faculty data: consider the demographics of their program; the data is currently not available to do that by programs
	• Tell faculty which indicators to examine and for which groups
	• Program analysis piece: rename as Program Analysis for Equity and Excellent
	• Have faculty identify equity gaps before they address actions taken
	• Disaggregate degrees and certificates by race
	• Ask specific questions about being a Hispanic Serving program
	• Goals should be directly linked to data, such as equity gaps
	• Lack of reflective practice: Part of CUE's theory of change is the notion of reflective practice or inquiry into practices.
	• Ask faculty to consider internal factors that contribute to equity gaps (EG programming)

	- How can faculty learn more about why gaps occur (practitioner focus) - Specific recommendations provided for developing program review questions - Equity word search levels of terminology. Avoid deficit minded language. **Discussion** - For annual updates, select certain areas of equity; ask direct questions, targeted programming - Look at equity goals, Chancellors Vision goals - Possibly send success data to each instructor for private reflection - Please refer to the PowerPoint and report for more details. - Power Point - Template Debrief & Discussion - Program Review Template Report

Agenda Item D: Announcements/Adjournment:

DISCUSSION	
	1. Next meeting, TBA, 2019 2. The meeting was adjourned by Hinkes at 12:42 p.m.

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

Submitted by: (Mona) Sahar King
Approved on: _____