****

**Program Review**

September 4, 2018

L149

Minutes

|  |  |  |
| --- | --- | --- |
|  |  |  |
|  | Chairs: Stephen Waller, Dean of Science & Math; Emmanuel (Manny) Mourtzanos, Dean of Instruction, Fine & Performing Arts, Admin Co-Chair; Kimberly Nickell, ACDV, Faculty Co-Chair; Kristin Rabe, Media Services, Classified Co-ChairMembers:**Faculty**: Mindy Wilmot, Library; Anna Poetker, Philosophy; Brenda Nyagwachi, FACE; Andrea Tumblin, Mathematics; Heather Baltis, Agriculture; Brent Burton, ~~Fire Technology/EMS~~; ~~Gupreet Singh, Philosophy; Lillian Pimentel-Stratton, FACE~~; Neeley Hatridge, Communication; Nicole Hernandez, Nursing; ~~Savanna Andrasian, English~~; Jennifer Johnson, Nursing (Curriculum Liason); ~~Diane Allen, Counseling~~; ~~Vayron Martinez, Health & PE~~ Administrators:Sue Vaughn, Enrollment Services;**Classified** Meg Stidham, CSEA designee~~Antonio Alfaro, CTE~~ **Student Rep**: Elisabeth Sampson**Present:** Stephen Waller, Kim Nickell, Kristin Rabe, Mindy Wilmot, Anna Collins, Heather Baltis, Brent Burton, Neeley Hatridge, Nicole Hernandez, Brian Sivesind, Elisabeth Sampson (SGA), Klint Rigby, Katherine Ganster**Absent:** Jason Dixon, Michele Bresso, Manny MourtzanosNEW BUSINESS: Moving Meeting starting at 4pm in Library 149 |  |
| 1. | **Call to Order: 3:30pm****Notetaker: Co-Chair, Kristin Rabe**Roll-Introductions of Committee members – sign in sheet was distributed and signed  |  |
| 2. | **Approval of Minutes-March 20, August 21** **Approval of Agenda Items**Kim explained the role of the committee and where info can be found. Recommended everyone take a look at the charge prior to the 9/18/2018 meeting. |  |
| 3. | **Robert’s Rules**: Brief discussion use of Roberts rules and the structure of the committee. Notetaking – can be reverse alpha order for the meeting notetaker at next meetings. |  |
| 4. | **Update on eLumen**: Pilot is being sent out to volunteers for this cycle. We will work with each pilot program to assist them. Eventually, we will create a smoother way for programs to access their SLO data in program review within eLumen.  |  |
|  5.  | **Charge**: In support of the College's mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness for instructional, student services, administrative and operational areas. PRC provides training, feedback, commendations, and recommendations related to the program review process. The committee contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees. The committee reports to the College Council annually at its last meeting of the calendar year. **Committee Action**: Clean up the language on the charge – Neeley motioned to approve, Heather Second, Motion carried.  |  |
|  6. | **Goals 2018-19:**1. Alignment to ACCJC standards for Cycle 2019 – Spring 2019 – Especially those areas that are directly linked in the ISER to program review such as IB, IIC, IIIC,
2. Fully implement eLumen for 2019 Cycle – change language to Initiative
3. Survey: Respondents for 2018 Cycle and Tighten up process/forms and recap Pilot
4. Report out on Resource Requests and Staffing Requests for 2018 Cycle.
5. 5. Report out on assessments to Assessment and ISIT committees
 |  |
| 7. | ACCJC Visit: Discuss forms and norming at 9/18 meeting. Look at checklists and discuss Helen Acosta (eLumen Pilot for Communication) will come to 10/2 meeting and provide feedback on the pilot. Program Review ProcessBudget |  |
| 8. | District Program Review Tabled until October 16 meeting  |  |

Meeting Adjourned at 5pm