**Program Review Committee Meeting Minutes**

Sept. 17, 2019

Library room 160

Note taker: Stephen Waller

Attendance: Kimberly Nickell (faculty co-chair), Stephen Waller (admin co-chair)

Mindy Wilmot, Library; Anna Poetker-Collins, Philosophy; **Anna Melby, FACE**; **Andrea Tumblin, Mathematics;** **LeAnn Riley, Agriculture**; Brent Burton, Fire Technology/EMS; Neeley Hatridge, Communication; Nicole Hernandez, Nursing; Keri Wolf, English; Jennifer Johnson, Nursing (Curriculum Liaison); Scott Dameron, Health & PE; **Klint Rigby, Engineering**; **Jason Dixon, Industrial Technology**; **Katie Ganster, Biology**; Brent Wilson, Assessment Liaison; Linda McLaughlin, Foreign Language ; Gabriel Searcy, Psychology ; Aneesha Awrey, Counseling

F. Javier Llamas, Social Sciences; **Kalina Hill, Testing Center**. Demetriz, SGA. **Meg Stidham, CSEA representative**.

Visiting: Brent Wilson, Faculty co-chair Assessment Committee and liason.

Kimberly Nickell called meeting to order at 3:32 pm. Need a method to take minutes. Mindy volunteered when nobody is willing to do it.

Committee members introduced themselves.

Reviewed last year’s goals and accomplishments

* Align program review questions with strategic directions and ACCJC Standards.
  + Each section of the new eLumen program reviews were aligned to these and the CCCCO Vision for Success.
  + Administration Unit Outcomes (AUOs) were aligned with the Institutional Learning Outcomes (ILOs).
* Fully implemented eLumen
  + Created instructional and non-instructional program reviews in eLumen and distributed to all areas of the College.
  + Kim, Kristin and Steve presented the work on this integration and how we “close the loop” at two statewide meetings: South San Francisco, ACCJCC Conference, May 1, 2019 and Pasadena, eLumination Conference, July 17, 2019. This led to broad positive comments back from other California community colleges.
* Survey of last year’s cycle
  + This was sent out to everyone, and the information was sued for the annual report
* Guided Pathways
  + Provided space for details to be added to program reviews
* District Program Review resource question.
  + Incorporated in the program review prompt questions to provide additional details that can be shared with the District via the VPs.
* Rubric aligning resource requests and prioritization with Mission and Strategic Directions.
  + Still working on this to implement for next year.

Review of Committee Charge

Added text to include the Committee’s role in “planning” and “improvement of processes”

1st – Kristin

2nd Demitriz

All approved. No abstentions

Discussion of eLumen current reporting issues

* Leann - some places there are boxes with nothing indicated, and for goals, there are only two boxes when some programs have more goals than that.
  + Kim - Some blank boxes are there because they are reviewer boxes, not for the initial entry. Review boxes have review buttons.
  + Katie – can we put it into the eLumen directions for the section that the 1st box is for entry and the next box is only used for committee evaluation?
  + Anna – can you send out a screen shot now with an update to everyone on what these boxes mean? Kim – yes we will do that.
* Andrea – Difference with buttons, include “publish”
  + Kim – use “save a draft” to update later, “publish” finalizes. No need to click “publish” for it to be submitted.
  + Kristin – eLumen can time-out if not active for 5 minutes and lose entered info.
* Kristin – next year, we may not have each person create their own clones, but instead go back creating specific program reviews for each area like it was done on paper.
* AUOs can be added beyond the four College-wide AUOs

Norming the reading of program reviews

* Kim - Roles in eLumen, change to **reviewer**
* Kristin – Kristin will assign committee members to specific program reviews to access and comment
* Kim – it may be that you will only see the program reviews that you need to review.
* We will go through this process in detail at the next meeting.

EMSI integration with eLumen Program Reviews

* Steve reported that we purchase a labor market employment data module for eLumen, and Kim, Kristin and Steve worked on this during this past summer, Unfortunately, it did not populate automatically, so we are working with eLumen to get that to work and other automated data in our reports.

Next Meeting is Oct. 1st at 3:30 pm