**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**.

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 used 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. **Update: Inactivity period is 30 min. with a 3 min. warning.**
* 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