

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

Friday, October 4, 2024

Zoom ID: 819 9309 6383

1:00 p.m. to 2:30 p.m.

Attendees:

Hai Hoang, Liza Rabinovich, Dina Miyoshi, Mark Abajian, Erika Higginbotham, Rachel Russell, Yuka Brown, Lorenze Legaspi, Jake Portugal, Ayana Woods, Justin Estep, Courtney Meissner

Administrative Support: Hai Hoang

A. Call to Order

1. Approval of the agenda 10-04-2024
 - The meeting was called to order by Hai Hoang at 1:05 pm, and the agenda for 10-04-2024 was presented for approval.
 - CTE Proposal was added to the agenda.
2. **Agenda approved without objections.**

B. Approval of September 6, 2024, Minutes

1. Motioned – Erika Higginbotham
2. Seconded – Rachel Russell
3. Correction - N/A
4. Abstained - N/A
5. **Approval – 8 members approved the on October 4, 2024**

C. Communication Loop

1. Update from committee members
 - **Liza Rabinovich:** Communicated that in the last meeting, the committee discussed adding a section to the resource requests, which has now been implemented. Lead writers, program members, chairs, and/or deans will need to confirm they've discussed the request using a simple yes/no dropdown. This addition ensures that a discussion takes place before submitting the request.
2. Update from resources committees
 - **Liza Rabinovich:** Waiting for a response from FHP regarding the timing of their training session. BARC and CHP are scheduled in the coming weeks—thanks to Lorenze for hosting those. We'll provide more information once FHP confirms.

D. Continuing Business

1. Program Review and Outcomes

- **Hai Hoang:** Explained this item is a continuation from the last meeting regarding program review and outcomes. Last month, the committee discussed a possible revision to the outcomes question in the program review summary and mid-cycle update section. The co-chairs agreed to refine the language and send it to the committee for email approval. However, we didn't receive enough votes on the proposal.
 - Following that, an ACCJC subcommittee met a few times to revisit how best to incorporate the outcomes question into program review in line with ACCJC requirements, especially given the timeline.
- **Dina Miyoshi:** ACCJC requested that Mesa demonstrates how programs align their goals, activities, and plans. While the foundational structure is in place, there's a need to make these connections more explicit. The consideration was modifying the question in mid-cycle updates to encourage a clearer focus on that alignment.
 - **Proposal:** "Review Outcomes Report. Review the unit's outcomes assessment process for 2023 - 2024. Discuss connections to unit goals/action plans/resource requests."
 - In Nuventive, the committee previously agreed to modify the outcomes question to encourage stronger connections between course learning outcomes (CLOs), assessments, goals, action plans, and potential resource requests in program reviews. This update aims to help programs explicitly link their assessment results and goals without creating new requirements—simply asking them to identify existing connections.
 - The goal is to make these alignments more intentional, providing guidance on linking outcomes to goals and resources. This would also address ACCJC's recommendation to demonstrate these connections in our program reviews. Dina opened the floor for discussion to share any thoughts or adjustments to this approach.
 - Dina asked lead writers to please consider this from their perspective—does this feel doable? The committee's goal is to ensure this process is manageable and leads to meaningful answers, not responses like "N/A." We are also exploring ways to support writers with guidance on how to answer effectively based on existing information. The committee plans to share this guidance with lead writers, chairs, and deans to help make this process smoother and more accessible.
- **Hai Hoang** brought Dina's proposal to the committee for approval: Update the language on the outcomes-related question in the Update Year section to "Review Outcomes Report. Review the unit's outcomes assessment process for 2023 - 2024. Discuss connections to unit goals/action plans/resource requests."

- Motioned – Rachel Russell
 - Seconded – Erika Higginbotham
 - Abstained - N/A
 - **Approval – 10 members approved on October 4, 2024**
 - **Dina Miyoshi:** Additionally, a recent email went out about documenting discussions, this is something the accreditation team specifically asked for. Originally, this was a prompt in the data reflection section to summarize discussions, particularly around outcomes and data updates. Given the timeline, we're considering using the update section this year for this documentation and encouraging lead writers to fill in details here. We also aim to guide deans on what to look for in these updates. Dina asked the committee to share their thoughts or potential issues with this approach.
 - **Hai Hoang:** Explained that we already have some systems in place; it's just about clarifying them and ensuring the process works as intended. For program learning outcomes, we need a clearer link in the update year to address outcomes specifically. So, our process is there—we just need to tie it all together and clarify it.
 - Hai suggested adding an info button that could help, where people can hover over and be reminded to discuss CLOs in that section.
2. Rubric Change
- From last meeting: CHP and BARC: Increase Need and Lower Sustainability; FHP: Lower Sustainability
 - **Lorenze Legaspi:** Shared the plan to lower the sustainability weight to 0.8 (80%) for BARC and CHPP. No need to increase the weight of "need," as the other categories will balance out. Lorenze was unsure of what FHP will decide regarding sustainability, but that's BARC and CHP's plan for the year.
 - Lorenze clarified that for BARC, it's already voted on. CHP will vote at their next meeting.
 - We did not have a representative from FHP at this meeting.
3. Membership review
- **Hai Hoang:** Reiterated the need to revisit committee membership to ensure appropriate representation. PRSC needs to confirm a representative for FHP. Additionally, the committee is looking for reps in student affairs, student development, math/natural science, and health science. Co-chairs will reach out to the Senate again for appointments in these areas.

E. New Business

1. CTE Program Review Proposal
- **Rachel Russell:** Shared how over the past year, there have been discussions to reduce duplicate reporting for Career Education programs, especially around program review, as CTE requires multiple reports at state, federal, and regional levels, often with similar questions and data. Past attempts to

combine reports were unsuccessful, but now we are exploring a more streamlined approach with Nuventive.

- Working in collaboration with Liza and Bailey (Mesa's Nuventive Consultant), proposing a modified program review format for CTE. This would replace the Summary and Reflection section with questions from Perkins and Biennial Review reports, reducing repetitive data entry and ensuring alignment with campus goals.
- The aim is to allow programs to complete relevant reports once, pulling the necessary data from one consistent source, while retaining unit goals and action plans. **Rachel will share further details and gather input from CTE faculty and program review leads to ensure this change genuinely reduces workload, with implementation planned for 2025.**
- **Once we confirm with CTE faculty and get approval on this approach, Rachel will bring it back to PRSC with a crosswalk showing alignment between program review and our current questions.** This is just an initial overview of a potential solution.

2. [Committee's Goal for 24-25](#)

- **Hai Hoang:** The committee worked together to establish goals for 24/25.
 - Support program review process and training for Fall 2024.
 - Support the college's response to ACCJC's second recommendation/requirement.
 - Review, revise, and deploy the Program Review survey for continuous improvement.
 - Communicate the outcomes of the program review and resource allocation process to the college.
- **The committee will review and approve the goals at the next meeting**

3. [Integrated Planning Calendar update](#)

- **Hai Hoang:** Shared the integrated planning document and addressed several key functions. The main focus is to track which campus areas or divisions are working on projects each month. It supports planning, aligns different initiatives, and helps us stay organized for the academic year 24/25. The committee reviewed it to capture any standout tasks or adjustments needed.
- This is a living document for ongoing updates and adjustments to support our planning.

4. [Governance Survey](#)

- **Hai Hoang:** As part of our governance and higher education requirements, including those from ACCJC, we're asked to regularly evaluate and improve based on feedback about our Governance Committee work. During the last ACCJC review, there was a Core Inquiry on how we make changes based on

this feedback, and we were able to respond positively, so there were no further recommendations on governance evaluation.

- Committee members completed the survey to share experiences and perspectives on the Program Review Committee. Member input helps the college to identify areas to improve and strengths to maintain.

F. Action Items/Announcements/Adjournment

1. Training reminder / Seeking volunteers

- **Hai Hoang:** Shared an announcement and reminder that PRSC is still seeking volunteers for our Program Review training. If you have any experience as a lead writer or just want to be part of this workshop, please co-chairs know. Timing is flexible and the committee is happy to work around schedules.

Institutional Effectiveness Update | 10/01/2024 | PCAB

Program Review and Outcomes Assessment Kick-Off Slides

tinyurl.com/PROA-2425-KickOff

Live Training Schedule for Program Review and Outcomes Assessment

tinyurl.com/PROA-2425-Training

Wednesday, October 2	3-4 pm	Liza Rabinovich	HyFlex	Open Work Session: Program Review and Outcomes Assessment
Friday October 4	12-1pm	Liza Rabinovich	Zoom	Support Hours: Program Review and Outcomes Assessment
Monday, October 7	1-2 pm	Liza Rabinovich	HyFlex	Nuventive Mesa Trainer(Topic Outcomes Assessment-Timelines, Benchmarks, & Mapping)
Monday, October 7	2-3 pm	Liza Rabinovich, Dina Miyoshi	HyFlex	Open Work Session: Program Review and Outcomes Assessment

Program Review Timeline



G. Resources

1. [Meeting Schedule 2024-2025](#)
2. [Program Review Resources page](#)
3. [Membership 2024-2025](#)
4. [Program Review Training Schedule 2024-2025](#)
5. [Deliverables for 2024-2025](#)

H. Next Meeting

1. November 1, 2024