

San Diego Mesa College
Program Review Committee
Meeting Notes

Friday, September 4, 2015
11:00 a.m. – 12:30 p.m., LRC435

ATTENDEES/ PROXIES	<i>Steering Committee/Liaisons</i>	Bri Hays
	Madeleine Hinkes, Co-Chair	Ian Kay
	Taj Krumholz, Co-Chair	Angela Liewen
	Dina Miyoshi, Co-Chair	Cesar Lopez
	Ebony Tyree, Co-Chair	Laura Mathis
		Jonathan McLeod
	Mark Abajian	Bruce Naschak
	Danene Brown	Toni Parsons
	Ginger Davis	Robert Pickford
	Jesus Escudero	Saloua Saidane
	Ashanti Hands	

Agenda Item A: Call to Order:

DISCUSSION	<ul style="list-style-type: none"> The meeting was called to order by Hinkes at 11:11 a.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item B: Welcome/Introduction:

DISCUSSION	<ul style="list-style-type: none"> Hinkes welcomed the committee members to the final spring meeting.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item C: Review and Approval of Minutes: May 8, 2015

DISCUSSION	<ul style="list-style-type: none"> • April action items were reviewed and discussed to assure completion. • The Minutes were M/S/C by McLeod and Kay to approve as is.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post approved minutes on the Program Review website. 	<ul style="list-style-type: none"> • Ginger Davis 	<ul style="list-style-type: none"> • Before next meeting.

Agenda Item D: Old Business:

DISCUSSION	<p>Report on Spring “open session”</p> <ul style="list-style-type: none"> • All 2014-2015 Comprehensive Program Reviews were reviewed for completion by the Office of Institutional Effectiveness. • 59 Program Reviews were identified as having incomplete sections or sections that needed correcting. • Lead Writers were contacted on April 10th to complete identified sections in Taskstream. • After the May 1st closing date, 12 remaining programs still have incomplete sections. These programs will be contacted in the fall to complete at that time. <p>Integrated Planning Process Evaluation</p> <ul style="list-style-type: none"> • Hays presented the results from the Integrated Planning Survey Report 2014-2015 conducted in April 2015. • Data Collection Methods were reviewed. • Sent survey out to 120 individuals (i.e. Lead Writers, Liaisons, Managers). • Received a 43% response rate. • Recommendations from the survey were provided. These recommendations provide summer objectives for the program review summer work group. • Recommendations were summarized as follows: <ul style="list-style-type: none"> ○ Expand training for Liaisons ○ Streamline the information required in the Program Review Module ○ Bring training to Lead Writers via expanded outreach efforts ○ Revise BARC request form to improve usability and accessibility of information ○ Pilot standard data sets for Student Services areas ○ Institute a soft deadline for Lead Writers to submit their Program Reviews to their Deans/Managers for review and feedback. • Hinkes requested the steering committee to review the Integrated Planning survey results and to provide feedback via email to the Office of Institutional Effectiveness for any recommendations to next year’s program review update cycle. <p>Membership</p> <ul style="list-style-type: none"> • The following members confirmed their participation on the Program Review
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	<p>Steering Committee for the 2015-16 cycle:</p> <ul style="list-style-type: none"> ○ Taj Krumholz, Co-Chair ○ Dina Miyoshi, Co-Chair ○ Mark Abajian ○ Ginger Davis ○ Ashanti Hands ○ Bri Hays ○ Ian Kay ○ Cesar Lopez ○ Jonathan McLeod ○ Saloua Saidane <ul style="list-style-type: none"> ● Members not present at today’s meeting will be contacted via email to confirm their participation. ● Any vacancies will be filled accordingly. Faculty vacancies will go through Rob Fremland. Student vacancies will go through Ashanti Hands.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> ● Email members not present to confirm participation in the 2015-2016 program review update cycle and update lead writer chart accordingly. 	<ul style="list-style-type: none"> ● Ginger Davis 	<ul style="list-style-type: none"> ● ASAP

Agenda Item E: New Business:

<p>DISCUSSION</p>	<p>2015-2016 Meeting Schedule</p> <ul style="list-style-type: none"> ● The 2015-2016 Program Review Steering Committee schedule was provided. <p>Action Plan for Summer Work Group</p> <ul style="list-style-type: none"> ● Planning and preparations for the 2015-2016 Program Review Update cycle will be conducted by the Program Review Summer Work Group. ● Recommendations from the Integrated Planning Survey will provide the objectives for the Program Review Summer Work Group. ● The current Program Review Cycle was discussed. The next 3 years will be updates; the next comprehensive program review will not be until Fall 2018. ● New requests for classified positions, faculty positions, and resource requests will be part of the update cycle. ● The goal will be to have Taskstream available and open by the end of August for the new 2015-2016 update cycle. ● Inquiry to see if we were able to access a Taskstream Log report was raised. Davis contacted Susan Mun from Taskstream and was informed that there is no such report. In addition, the report would not truly give an accurate report of time on task but rather time during which the item was “checked out”. ● The tentative program review submittal deadline for the 2015-2016 year is
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	<p>Friday, January 29th, 2016. Hinkes will confirm this submittal deadline with President Luster and communicate this out to the campus community once officially set.</p> <ul style="list-style-type: none"> • Hinkes reminded the committee that the question to keep in mind when making decisions about current program review processes is to see if program reviews improve teaching and learning. The goal of completing a program review is to help you look at your entire program, your students, and to notice changes over time. • Student Learning Outcomes (SLOs) and Program Reviews need to be weaved together; we need to make the data more meaningful. • Assessments are important but we need to talk about them in program review. There needs to be a focus on students and their successes. • Saidane added that if we focus on pushing our global outcomes (i.e. communication, critical thinking, etc.) skills on our students, this would better prepare them for employment beyond college. • Based on results from a recent employer survey Abajian read, employers wanted two main things: 1) graduates with specific degrees, and 2) graduates with critical thinking, problem solving, and teamwork skills. • Anyone who would like to participate in the Program Review Summer Work Group is welcome to. Please contact the Office of Institutional Effectiveness to find out meeting dates and times.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • Post the 2015-2016 Program Review Steering Committee Calendar to the Program Review webpage. • Confirm submittal deadline for the 2015 - 2016 program review update cycle. • Confirm Summer Work Group Meeting dates/times. 	<ul style="list-style-type: none"> • Ginger Davis • Madeleine Hinkes • Madeleine Hinkes 	<ul style="list-style-type: none"> • ASAP • ASAP • ASAP

Agenda Item F: Announcements:

DISCUSSION	<ul style="list-style-type: none"> • The Program Review Steering Committee thanked Hinkes for her leadership during the 2014-2015 Comprehensive Program Review Cycle.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> • None 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • N/A

Agenda Item G: Next Meeting:

DISCUSSION	<ul style="list-style-type: none"> Friday, October 2, 2015, 11:00 a.m. – 12:30 p.m., LRC 435
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Agenda Item H: Adjournment

DISCUSSION	<ul style="list-style-type: none"> The meeting was adjourned by Hinkes at 12:07 p.m.
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ACTION ITEMS	PERSON RESPONSIBLE	DEADLINE
<ul style="list-style-type: none"> None 	<ul style="list-style-type: none"> N/A 	<ul style="list-style-type: none"> N/A

Submitted by Ginger Davis, Senior Secretary,
 Ex-Officio, Administrative Support
 Approved on: _____