Program Review Committee

October 15, 2024

L 160

Zoom

<https://us06web.zoom.us/j/98293998893>

# List of Membership

## Co-Chairs:

Faculty Co-Chair: Kim Nickell

Administrator Co-Chair: Kristin Rabe

Classified Co-Chair: Karyna Bandy

## Members:

Victor Diaz, Laura Luiz, Amanda Tumblin, Andrea Bridges, Jalisca Thomason, Neeley Hatridge, Katie Ganster, James McGarrah, Nancy Mai, Keri Johnson, Michelle Hart/Scott Dameron, Anna Melby, Steve Waller, Isaias Hernandez, Tina Cummings, Kim Arbolante, Tim Lafondez, Cristal Rios, Nathan Kline, Josh Ottum, Keith Wolaridge. Tom Moran, Jordan Rude

# Scheduled Meeting Dates/Times

* Location L160 and [Zoom](https://us06web.zoom.us/j/98293998893)

# Called to Order

* Who called it to order and at what time?
Kimberly Nickell 3:37 p.m.
* Note taker ([link to sign up](https://docs.google.com/document/d/1PPJ0shnrnXOtsjieoL8Addrh87Zfs8MY/edit?usp=sharing&ouid=111137732693986250394&rtpof=true&sd=true)) Tom Moran

# Approval of Agenda

* Approval of Agenda
	+ (Motion/First/Second/Approved)

# Approval of Meeting Minutes

* Approval of Meeting Minutes
	+ 9-19-24 (approved)
	+ 10-1-24 (approved)

# Agenda Items

* Welcome Classified Co-Chair Karyna Bandy just joined. Called away today but will attend the next meeting.
* Charge update
Updated charge was sent to AS Executive Board. Charge is moving through Senate but there may be accessibility issues. It passed a check but is still being examined. When we get final approval through the College Council, we will post to the Program Review website.
* Resource requests update (Kristin)
Looked at requests today. There is a lot of crossover, so Kristin will reach out to departments. Through ISIT, we will seek to educate departments about what “technology” means in terms of PR requests. Another issue is people reading instructions. Many submissions reveal that they are not reading instructions. Considering meetings that would take a deep dive into Program Review. Future discussions will surround how to improve the efficiency of, how we train others to, complete their Program Review.
* Budget Update (Cristal, Somaly, Kristin)
Yvonne: If you need assistance with your budget requests, we will be happy to assist you with your budget spreadsheet. Chairs should be anticipating expenses for next year and be working closely with their deans.
* Read and feedback process (Kim)
	+ Initiative Review Member role

Program Reviews due on October 31st. For tech requests, you cannot add any requests after Oct. 10. Additions can be presented to ISIT but not included in the report. We are hoping to repeat our 98% completion rate. This is a concern for the ACCJC review and site visit. If any entity on campus feels the need to have a Program Review, contact Kristin or Kim. Please don’t feel that you will be judged or criticized. A Program Review will aid in organizing a big project. Before the next meeting, we’ll develop “reading teams” to tackle the task of reading Program Reviews. Each will be assigned reviewer roles assigned in eLumen. Teams are encouraged to work together in the way that best suits them.

When you log in to eLumen and choose your reviewer role, you will see which reviews have been assigned to you. Kim led a brief training session on how to provide feedback on the PR form found in eLumen. When leaving feedback, be sure to press **Save As Draft** so that changes are not lost. It is important to provide at least some information regarding Completed Goals. Phrase goals with the end game in mind. Don’t have “new faculty” as a goal. Instead, perhaps say “We want to increase student contact.” Your resource requests and to fulfill a goal, not goals in and of themselves. Don’t hesitate to include commendations or other highlights. In what used to be called the conclusion, now called Snapshot, write a paragraph to explain what your program is doing. Always **Save as Draft**, never press **Publish**.

* Updating documents
	+ PRC Budget Connection

# Meeting Adjourned

Meeting adjourned at 5:00 p.m.