

**Program Review Committee
Minutes for November 10, 2022**

2:30-3:45 pm

<https://rccd-edu.zoom.us/j/98178780219>

Meeting ID: 981 7878 0219

Meeting Participants

Committee Members Present, Quorum = 5 Faculty

Greg Aycock (co-chair), Caitlin Busso, Araceli Covarrubias, Joseph Deguzman, Vivian Harris, Ashlee Johnson, Starlene Justice, and Paul VanHull

1. Call to Order

- 2:33 pm

1.1 Welcome

2. Action Items

2.1 Approval of Agenda

- MSC (Vivian Harris/Ashlee Johnson)

2.1 Conclusion

- Approved by Consensus

2.2 Approval of October 27, 2022, Minutes

- MSC (Vivian Harris/Lindsay Owens)

2.2 Conclusion

- Approved by Consequence of the Meeting

3.1.a EMP Goal focus or Program Goal focus?

Very EMP goal centric, trying to find a program goal that fits into an EMP Goal.

- Do we want to flip the way we are currently discussing our goals in Program Review?
 - Suggestion to change focus on program goal as primary and link to the EMP goal(s) that support program goal.
 - Will program goals span more than one EMP goal?
 - Most likely yes, a suggestion to state

- Suggestion to flip to a program goal focus and align to any of the equity plan objectives along with the EMP goals.

What are we trying to get out of these questions?

- Questions are intended to reflect on Equity training, to reflect on how it is being used to continuously improve the programs.
- Suggestion to write the questions in a more generic way to allow for more interpretation and provide help text with specific examples of what kind of Equity related issues to speak about
 - 'How have you engaged in any Equity or race-related activities that align with the Equity Plan?'
- Need to find how to gather the data of Equity related items people have participated in and aggregate it and provided it for the program review author to speak about.
- Should this be a new section form in the program review or added to an existing section?
 - Suggestion to create a new Equity section (form).
- Can the equity section be optional and not scored? Use it as a pilot study to see how it is used and how it can be designed to be more valuable to all.
- Suggestion to use the Equity section as a pilot study (don't score as part of the program review) This can help us learn how it is used and how it can be designed to be more valuable to all.

3.3 Resource Requests for Committees

What happens when a committee needs resources, how do they request funding?

- Suggestion that most committees have an administrative co-chair and can submit the committee's needs through the administrative program review.
 - This can work as long as departments are aware of the process, and requests are allocated appropriately.

4. Information Items

4.1 2022-23 Annual Update

The goal is still to open by the end of November, waiting on adding the 'Why' question to resource requests.

4.1.a Resource Request "Why" Question

Please summarize how this request supports one or more EMP Goals, Equity goals, your program plans or goals, and/or is supported by outcomes assessment data.

- suggestion to provide help text

This is your opportunity to link your resource request to your evidence in the following sections Data Review, Assessment Review, Program Review Part 1, Part 2, and any other related outside source. Also, be sure to summarize your evidence so the connection can be easily understood by the reviewer.

4.2 Academic Senate Update

No report. The spring meeting modality will be emailed to the committee before the February meeting.

5. Good of the Order

- Have a happy Veteran's Day!

6. Adjournment

- 3:48 pm

Next Meeting

Date: February 23, 2023

1. Have you completed professional development activities focusing on equity and antiracism?
 - If so, please check all that apply:
 - CORA
 - USC Alliance
 - Other courses
 - FLEX
 - RJTF
 - TLC
 - Other
2. Have you implemented what you learned in your work? Please explain.
3. Have you noticed a change in your students' experience due to the changes you made?
4. Do you plan to continue developing your equity and anti-racism competency?
 - If so, what type of professional development activities are you interested in accessing?

Draft -

Please summarize how this request supports one or more EMP Goals, your program plans or goals, and/or is supported by outcomes assessment Data?

-suggestion to provide help text -

This is your opportunity to link your resource request to your evidence in the following sections Data Review, Assessment Review, Program Review Part 1, Part 2, and any other related outside source. Also be sure to summarize your evidence so the connection can be easily understood by the reviewer.