PROGRAM EVALUATION COMMITTEE (PEC)
Thursday, September 5th, 2024
[Zoom Meeting Link](#) (see below for full invite)

MINUTES

Michael Medel, Dean (co-chair, non-voting)
Joshua Ramirez, Academic Senate President
    (co-chair, non-voting)
Liz Auchincloss, Information Technology
    (voting?)
Stan Bursten, Social Sciences div. (voting)
Jeanette Chian, School of Extended Learning
    (voting)
Vandana Gavaskar, English div. (shared vote
    with other English div. rep.)
~~**Robin Goodnough**~~, SoML/ESL div. (voting)
~~**Rudy Hill**~~, Business Services (voting)
Sean Kelly, Sciences div. (voting)

~~**Jennifer Loftus**~~, Mathematics (voting)
Lisa Lopez, CSEA rep. (voting)
Mariah Messer, Faculty, School of Extended
    Learning (voting)
Kim Monda, English div. (shared vote with
    other English div. rep.)
~~**Michele Obritz**~~, Ed Support div. (voting)
Nicole Oldendick, Institutional Assessment
    (non-voting)
Vanessa Pelton, ALA & Enrollment Services
    (voting)
~~**Diana Zapata**~~, Director, Human Resources
    (non-voting?)

Resource Personnel Member:
Cornelia Alsheimer, Faculty Association (as per AP3255, "Resource personnel attend meetings of the Program Evaluation Committee when requested to by one of the Program Evaluation Committee co-chairs. There is no requirement placed upon resource personnel to attend every meeting.")

Vacancies:
One Educational Programs Representative (not represented by faculty-led areas); Business Division; Fine Arts Division; Health and Human Services Division; PE/Health/Dance/Athletics Division; Technologies Division; ASG representative.

Members absent: Liz Auchincloss, Jeanette Chian, Michele Obritz. (Kim needs to check on other members listed above who were absent: it is possible they now have other committee duties.)

PROCEDURAL ITEMS:
1. Kim will take minutes today
2. Approval of [minutes from the 5-2-24 meeting](#) (M/S/C Stan/Josh)

INFORMATION ITEMS
1. Program Modification (none to report: left here as a placeholder)
   Michael explained this standing item: PEC co-chairs approve all changes in Curricunet and it's good for PEC to know about these changes and updates.

DISCUSSION ITEMS:
1. Review our final PEC recommendations for this year's Program Review Process
   Last program review cycle: all programs (about 100) submitted a comprehensive program review. PEC reviewed them all. (And we lost some PEC members after that: it was hard!!!) So we decided last year to return to a three-tiered submission process, breaking the total number of programs into three groups. (Other good reasons, besides

workload: would allow us to make small changes as we go, moderately tweaking the template as we see fit; group programs by areas–Operational, Student Support, etc.)

2. Review and discuss new recommendation for how to submit year-4 final analysis (program reviews)
New thought about what to ask of programs this year:

3. Review resource request process for this year

4. Review PRT plan [complete plan linked on 9-9-24 because the Objectives for B. Integrated Planning somehow disappeared from the copy we had] and proposed planning for this year as it relates to Program Review
    - Last year's visiting PRT gave us links to many other schools' approaches to program review. Michael read through many of these links this summer.
    - RE cycles: he saw two, three, four, fix, six, seven-year cycles (!). They call had good reasons, of course.
    - So he wonders if we should wait to decide on our cycle since this year we are reviewing our program review process and the content for our comprehensive program review.
    - We have many new plans that have been adopted or will be this fall:
        ○ Strategic Plan (adopted last December?)
        ○ Educational Vision Plan (going to the Board this September)
        ○ Facilities Vision Plan (going to the Board this fall–October, we think)
    - INSTEAD: let's spend this year completing our last four-year cycle and be done with it. And we'll figure out our new process for next year.
    - So PEC's work:
        ○ Design template for comprehensive analysis that they will submit in the spring.
            ■ Sean: instructional programs have super clear goals from their comprehensive program reviews and we can tell them now that they will submit some kind of report for spring. But for operational programs and student affairs, the amount of data is more varied.
                • Note from Mariah: noncredit instructional programs do not have a lot of data, which was discussed by the SEL workgroup for the new Educational Vision Plan and addressing this lack of data is part of the plan.
            ■ Larger question: will it be harder for some programs to submit their final analysis if they don't have as much data. EITHER WAY, they will be able to analyze whatever they said they would work on.
        ○ Participate in the PRT process to redesign our Program Review process.
        ○ ACTION: unanimous to bring resource request template to our next meeting (Sept. 17th) for a last look and then send out and that email will also let everyone know that they will submit an analysis some time in spring.
5. Planning for this year's template (year-4 final analysis) Look, feel, platform etc.

Future Meeting Items:

1. Do we want to try to meet in person? Experiment with Hyflex meetings for 2024-25?
2. Update the AP to reflect what the Program Evaluation Committee is actually doing.
3. Review the description of PEC's membership and charge in the [Resource Guide to Governance and Decision Making](#)

PEC Fall 2024 Meetings
- September 5th
- September 19th
- October 3rd - Keller attends
- October 17th
- November 7th
- November 21st
- December 5th

PEC Spring 2025 Meetings
- February 6th
- February 20th
- March 6th
- March 20th
- April 3rd
- April 17th
- May 1st
- (May 15th if needed)

FYI: PRT/Institutional Effectiveness Committee (2nd/4th T 3:00-4:30)
- ~~Sept. 10th~~
- Sept. 24th
- Oct. 8th FRIDAY OCTOBER 11TH: PRT
- Oct. 22nd
- Nov. 12
- Nov. 26
- Dec. 10

- Feb. 11th
- Feb. 25th
- March 11th
- [Spring Break March 25th]
- April 8th
- April 22nd
- May 13th

Full Zoom Invite if needed:

Join Zoom Meeting
https://sbcc.zoom.us/j/85797880257?pwd=hEd24gHvkAsEvrhk29vWrjaKX2vMNq.1

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