PROGRAM EVALUATION COMMITTEE (PEC)
MEETING MINUTES
Thursday, January 21, 2021
***Zoom Call**, 2:30 to 4 p.m.*

https://sbcc.zoom.us/j/98672637319?pwd=OFN6Z3hvNlJqelZGdkpaOUUwWlV1Zz09

Members—Voting
Stan Bursten, present
Deneatrice Lewis, present
Stephen DaVega, present
Julie Brown, present
Sherie Brinley Higgins— present
Alan Price, present
Sean Kelly, present
Joshua Escobar, present
Ellen O'Connor, absent
Gwyer Schuyler, present
Andrea Cullinen, present
Lyndsay Maas - present
Dolores Howard, present
Mary Sullivan, absent
Patricia Mautone, absent
Mariah Messer, present
Jason Walker, present

Resource Personnel (non-voting)
Cornelia Alsheimer, present
Liz Auchincloss, present
Jeanette Chian, present
Z Reisz, present
Carola Smith, Dean (co-chair), present
Raeanne Napoleon, Faculty (co-chair), present

Staff
Grace Twedt, present

I. Call to Order

- **A.** Confirm quorum
- **B.** Approve 2020-12-03 Meeting Minutes. Meeting minutes approved.
- **C.** PEC Guidelines for Dialogue and Community Expectations
- **D.** Public Comment Guidelines
- **E.** Public Comment

I. Information

New Committee Members
Julie Brown joined the committee to represent the Business Division. Grace will update the membership list to reflect the new members. James Zavas has left the college and his seat is vacant. Lyndsay Maas, VP Business Services, is temporarily filling in. The changes will be made and reflected on the next agenda.

PEC Committee Transparency and Accessibility
Sending the PEC Agenda to the campus community. Carola shared with the committee that some people may not be fond of receiving agenda emails, especially since it's becoming more common for other committees to send out their agendas to the campus community.

Carola suggested that the PEC agenda be posted to the PEC website and a campus wide email could be sent letting people know they can access the agenda from the website.

Gwyer shared that there are ongoing efforts to review and streamline how our committees communicate out to the broader campus community, specifically within the framework of

inclusivity and making information about committee work accessible to anybody who is interested in attending committee meetings or making a public comment. The college will develop a uniform practice for committees. The committee should be aware of those conversations that will be coming through CPC.

The committee agreed that it was more important that we be transparent and open with our work and not just rely on the website and that we continue alerting the campus at the beginning of the week with a link to our agenda, as well as the date and time of our meeting, until guidelines are developed for all committees.

The committee agreed to continue to send the PEC agenda campus-wide in addition to posting it to the PEC website.

II. Discussion

F. Overview of Institutional Effectiveness Metrics (Z Reisz)

Co-chair of the IEC committee, Dr. Z Reisz, presented the draft Institutional Effectiveness Metrics to PEC.

The Institutional Effectiveness Metrics have two major categories: College Performance and Student Journey.

- College Performance metrics are intended to provide information about the effectiveness of the College in attaining its mission.
- The Student Journey metrics are intended to provide information about the successes and challenges of entering student cohorts as they strive to achieve their educational goal.

The intention is for the College to formalize a set of Institutional Effectiveness Metrics that inform and integrate our planning. These metrics should inform the data analysis section of the revised Program Review templates. Z stated that he is in the process of collecting feedback for the next month and a half and wrapping it up at the end of the semester, in time to start developing our educational master plan.

G. Review of PR template drafts

a. Instructional Program Review Template
b. Student Services Program Review Template
c. Administrative Program Review Template

Carola shared three templates. It was previously discussed that the committee might want to look at these templates in smaller groups. This proved impractical as the committee would have ended up with a very small number of people who would be working on the student services template or the administrative PR template. The goal for today's meeting is to focus on sections of this template and see whether we are okay with the overall broader structure of it or whether

there are any sections missing and not focus on the individual questions yet. The overall structure is similar to the Cuyamaca College PR template because it seems to be well structured and includes many of the elements that had previously been considered for inclusion by the committee. The SWOT analysis section as well as a number of questions were added from some of the other templates that we had previously reviewed.

Carola went over each of the sections and noted that we could encourage departments to work more collaboratively. Committee members felt that the program history provided important background information, especially for committee members who are not familiar with the program.

The next section she shared was the program mission where we ask departments to state the mission of their program and then to describe how it relates to the college mission and vision.

The committee discussed the Program Mission section and questions to address: What is your program mission? What do you see as your role in this college? What are you doing on a daily basis to help make this a better place? There was discussion about changing the word “mission” to something else, especially for academic programs which may not have a formal mission statement.

Z stated that on the operational side it is useful to clarify what the purpose/mission of the department is. He stated that on the operational side, it is important to define the purpose of the unit within the College and to align the unit’s goals to the overall strategic directions of the college.

H. Planning for February 4th stakeholder meeting

In planning for the stakeholders meeting, the committee agreed that Carola will send out the three templates for the committee to make suggestions for changes to the individual questions and that committee members are to provide input by January 28. Carola will then share the Agenda and the more finalized versions of the drafts of the templates with stakeholders on Monday, February 1st so they have time to review it prior to the February 4th meeting.

Discussion items for the stakeholders meeting:

- Overview of the work that has been done so far
- Program Review Timeline (fall or spring deadline, 4 or 5-year cycle?)
- Review of PR template/outline
- Discussion about stakeholder’s involvement in the program review process
- Update on E-Lumen and our plans to continue using this tool

Gwyer volunteered to put together a few slides with some background information to be shared at the stakeholder meeting. This will provide stakeholders some context of what our process has been, where we are, and how we developed the draft templates.

Carola asked for volunteers to help lead the meeting and provide a brief overview of the committee's prior work, the timeline, and templates prior to opening the meeting up for stakeholder input.

The committee agreed upon having the stakeholders meeting on February 4th so that the committee has time to incorporate their feedback and to make changes. Once the stakeholder input has been received, PEC will present to the Academic Senate on March 10 to provide an update on the proposed PR revisions. During the March 31st Academic Senate meeting, the Senate can sign off on the proposed revisions. After sign-off by the Senate, an update will be presented to CPC in April.

Resource documents

i. Re-imagining Program Review in a Guided Pathways Framework
ii. ASCCC Guided Pathways and Program Review
iii. ASCCC Redesiging Program Review from a Student-Centered Perspective
iv. Transforming Program Review with Disaggregated Data: Getting to Equity via Guided Pathways - RP Group Webinar Recording
v. Model Program Review Summary Sheet
vi. Draft Instructional Program Review Template
vii. Draft Student Services Program Review Template
viii. Draft Administrative Program Review Template

III. Action/Next Steps

- Carola is going to send out the templates to the committee for their input
- Gwyer is going to create slides for the stakeholders meeting and send to the committee for their input.
- Raeanne is going to work on the Program Review Timeline
- Carola is going to create the agenda and have the draft templates ready to share with the stakeholders on Monday, February 1.

Spring 2021 Meetings:

Thursday, January 21, 2021 - 2:30 pm - 4:00 pm
Thursday, February 4, 2021 - 2:30 pm - 4:00 pm
Thursday, February 18, 2021 - 2:30 pm - 4:00 pm
Thursday, March 4, 2021 - 2:30 pm - 4:00 pm
Thursday, March 18, 2021 - 2:30 pm - 4:00 pm
Thursday, April 1, 2021 - 2:30 pm - 4:00 pm
Thursday, April 15, 2021 - 2:30 pm - 4:00 pm

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Thursday, May 6, 2021 - 2:30 pm - 4:00 pm