

# MINUTES

September 21, 2021 1:30pm ZOOM# 8182401000

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## PROGRAM REVIEW COMMITTEE

Present: Stacy Jazan (Co-Chair & Senate), Daphne Dionisio (Co-Chair & Administrator), Lilya Ohanyan (ASGCC), Helen Tahmazyan (ASGCC), Leticia Estrada (CSEA), Nonah Maffit (CSEA), Tomas Aguirre (Joint Faculty), Rosemarie Shamieh (Joint Faculty), Beth Kronbeck (Guild), Ed Karpp (Administration), Francien Rohrbacher (Resource).

Absent: Calvin Madlock (Resource), Yvette Ybarra (Resource)

Quorum: 10/10

Call to Order: Meeting called to order at: 1:30 p.m.

Announcements Introductions

Approval of Minutes: The Program Review Minutes from May 18, 2021 were reviewed.  
***It was MSC (Maffit/Shamieh) that the Minutes from May 18, 2021 were approved.***

### New Business:

- I. New PR Form
  - a. The new program review form in eLumen was reviewed and the committee was shown the specific ways in which the form versions differ for Student Services, Administrative Services, Career Education Instructional, and non-Career Education Instructional departments. It was particularly highlighted how the form now provides departments with many examples of improvement action items that are highly relevant to the college's current needs (e.g. equity, student-centeredness, etc.) Stacy Jazan completed a substantial amount of work to help build the new forms and populate Update Review departments with content from the old form. [ACCJC Standard I.B.7]
- II. Increase quality w/ one-on-one appointments for targeted, personalized support
  - a. Members of the validation team have a variety of materials that provide guidance on completing program review. They should review these materials to ensure they can help their assigned departments. The Program Review website has an eLumen video for the new form, infographics and descriptions of the process, schedule, FAQ, explanation of the need for data dialog and documentation, handout with link to dashboard and video that explains the dashboard, resource requests, and the manuals of prioritization committees. The validation team also has a two-page manual for their supporting and validating work. [ACCJC Standard I.A.2, I.B.4, I.B.5, I.B.6]
- III. New IHAC Process
  - a. The Senate now has a new IHAC process and form. The form has a new question about equity. Validation team members will need help instructional departments remain aware that this new question may require more time and information-gathering from their department members.
- IV. PR 2021 Timeline
  - a. The PR timeline information is displayed in the validation guidance manual. The committee examined the schedule of essential activities. It was noted that departments don't usually need the help of a validation team member to incorporate their supervisor's input. Therefore, in the future, we may no longer need to reserve a week for that.

- V. Review department support assignments
- a. The committee examined the spreadsheet of departments which indicates which specific departments due for Full Review each validation team member is assigned to. It was emphasized that we can no longer limit our support to departments with an email inviting them to ask us any questions. Instead, it is important that we schedule a 20-minute zoom appointment with each assigned department chair. Validation team members can examine the spreadsheet to see what areas each department might need more improvement on (e.g. mission, strategic plan, updating progress on goals, etc.) If supporting a department due for Full Review, it is important that the validation team member have the department examine their data, discuss it, and provide us with documentation of that data dialog. Student Services and Administrative Services departments could provide notes or meeting minutes for their documentation of dialog. Instructional departments could provide notes, meeting minutes, or more conveniently the data dashboard handout incorporating the input from department members. In the eLumen dummy account, validation team members should practice attaching documents, navigating the strategic planning linkage matrix, and if helping an instructional department, watch the data dashboard video and practice using the dashboard. [ACCJC Standard I.A.2, I.A.3, I.B.4, I.B.5, I.B.6, I.B.7, I.B.9]
- VI. PR website to redesign
- a. The website content will remain the same but over the next year, will be updated to be consistent with the look and interactivity currently used across the college's webpages.
- VII. Election of Committee Chair
- a. ***It was MSC (Shamieh/Kronbeck) to approve that Stacy Jazan and Daphne Dionisio serve as co-chairs of the committee.***
- VIII. Review of Mission Statement
- a. The committee mission statement was reviewed and modified to:  
  
"Program Review will develop effective processes, tools, validation, and guidance for all programmatic self-assessment at Glendale Community College. The self-assessment process will become the foundation upon which programs advocate for educational excellence and improvement of student success.  
  
The product of validated self-assessment will provide fundamental information for college wide decision-making and resource allocation. Through a regular scanning of the internal and external environment, the program review process will continually improve and adjust to the changing needs of all college programs.  
  
Aligning the Program Review process with the college's Mission Statement, Institutional Master Plan, and the Standards for Accreditation will direct all assessment toward student learning."  
***It was MSC (Maffit/Jazan) to approve the updated mission statement.*** [ACCJC Standard I.B.7]
- IX. Other
- a. The meeting ran out of time and didn't have the opportunity to review ACCJC accreditation standards that are relevant to Program Review. Those will be reviewed at the next meeting.

Meeting Adjourned at 2:30 p.m.

Next Meeting: October 19, 2021

Minutes Recorded by: Gordon Lui & Daphne Dionisio