PROGRAM REVIEW COMMITTEE MINUTES

Wednesday, February 14, 2024 | 3:00 PM | L2302

Meeting Minutes

1. **Welcome/Call to Order** at 3:03 p.m.
   - Attendees: Danielle Bañuelos, Kai Blaisdell, Irena Keller, Stuart McElderry, Bhairav Singh, Michael Schwarz, Nadiyah Taylor, and Isabella Qiu, our new LPCSG representative.

2. **Public Comment**
   - *None at this time*

3. **Review and Approval of Agenda, 2/14/2024**
   - Reviewed/Approved

4. **Review and Approval of Minutes, 8/23/2023**
   - Reviewed/Approved
   - Note, while we held regular meetings last semester in Fall 2023, we may not have taken any official minutes because we were preparing for the Program Review process.

5. **Action Items**
   - *None at this time*

6. **Old Business**
   - *None at this time*

7. **New Business**
   - **2024-25 Shared Governance Worksheet**
     - Nadiyah shared the Shared Governance Worksheet and the committee reviewed and updated the worksheet for the new academic year.
     - Regarding the Chairmanship of the committee, the committee discussed at length and came up with a few questions to ask Academic Senate:
       - Is the chairmanship open to all classifications or faculty only?
       - If faculty only, could there be an opportunity for this to be a co-chaired committee with both Faculty and Classified? Rationale: Both chairs could split the responsibilities and bring their own respective classification perspectives to the chairing of the committee.
     - Regarding the Membership of the committee, the committee discussed moving both academic division reps back to the voting members section and eliminating the "non-voting members" section altogether.

2024-2025 Shared Governance Worksheet (continued)
- Regarding the Term length, currently in the handbook it states the term as being 2 years minimum (4-5 years recommended). It was suggested that we revise the term language to include something that references new members being required to serve on the committee for a minimum of two years while returning members or members who have served previously are only required to serve for a year. Rationale: It takes about a year to learn the program review process and get through a program review cycle, so any new member that served on the committee would just get through learning the cycle and process and their term would end (if we kept it one year for everyone).
- The committee then reviewed the newest ACCJC standards and identified the few that relate to Program Review. Program Review relates to new standards: 1.3, 1.4, 1.5, 2.7, 2.9, 3.4.

8. **Updates for Next Meeting**
   - New Program Review Committee Chair
   - Debrief from the 2023-24 Program Review Process
   - Suggestions for Improvement
   - Review of the Template for the full 2024-25 Program Review

9. **Adjournment** at 4:29 p.m.

10. **Next Regular Meeting:** Wednesday, February 28th 3:00 p.m.

Upcoming Meetings:
   ❖ Spring 2024: 2/28, 3/6, 3/20, 4/10, 4/24