|  |  |
| --- | --- |
|  | SAC Program Review Committee November 1st, 202112:30p.m. – 1:30 p.m. Zoom: <https://cccconfer.zoom.us/j/91384625284> |

**Attendance:** Jaki King, Dr. Brenda Estrada, Kim Smith, Cristina Gheorghe, Mark Liang, Saeid Eidgahy, Catherine Emley, Dr. Larisa Sergeyeva, Kathy Walczak, Matthew Beyersdorf, Cherylee Kushida, Celia Perez

**Introductions and Welcome** –Jaki welcomed us to the meeting at 12:31pm

October 4th, 2021, Minutes moved to approve by Matthew Beyersdorf. Minutes were approved unanimously.

Committee members discussed 2021-2022 goals as activities. Document reworded to accurately represent goals, activities and outcomes.

Goal setting template reviewed, and Kim Smith addressed this research-based point at the IE&A Committee.

Annuals are due to departments in November – is November 1st set as a hard deadline – Jaki stated it is acceptable to finish annuals anytime in a Fall semester.

Regarding annuals: Dr Estrada will make an announcement at SSA and they can decide when to submit – end of November. Same time on Teams. Jaki stated they will email chairs for program review letting them know the process for saving their documents (H Drive or Teams). Dr. Estrada moved to approve, Cherylee and Saeid approved. Dr. Estrada pulled old review from last year, worked alongside it and was very much accessible to all. Everyone is in favor of this process.

No representation from Non-Credit. We also need more faculty representation in the Program Review Committee.

Dr. Estrada and Jaki will be meeting with Stephanie. Going through a lot of updates and working to close the assessment cycle and have proof/evidence to showcase the improvements.

Regarding the Fall 2021 Program Review drop-in training sessions, Matt stated that they helped clear up misconceptions and make the process not a huge worry, it was valuable feedback and should continue. Research analysts were key and helpful. All sessions were attended and many drop-ins.

Kim might want to do something similar for those presenting in the Spring, she volunteered to help. Dr Estrada contacted attendees who needed questions answered and how to turn in the presentation. Great interest in office hours and training.

Matthew made a motion to approve the extension of Older Adults, Parenting and ABE. Kim seconded the motion and all approved.

Matt stated if in the future, provide a date in the semester to program review for presentations; Jaki stated to send parameters for the request.

Larisa commented about Fire Technology that she has had a conversation with new Associate Dean that they have a plan, and she is confident this will happen with new manager and co-chairs.

Fire Technology has until Spring 2021 to complete their 2019 4-year.

Discussion about how the committee can providing meaningful feedback: takeaway presentation element and replace with round table idea for those uncomfortable with presenting; more expertise in the group; real programmatic in depth-offer feedback that ties things together. Perhaps bring in consultants.

Run a test group and look at who is on the docket for this Spring, let 3 programs who might benefit from each other volunteer and set up a facilitated round table during Spring 2021. Jaki will add it to the presentation email asking for participants.

Dr. Estrada agreed with Kim to have more collaborations across the board.

Jaki asked if all okay to send request to do a roundtable, all agreed.

EMT and Engineering submitted their 4-year review. Next meeting 12/6/2021 at 1pm. Majority of meeting will be assessing template and rubric to make sure set for next Fall, 2022.

Professional Development added into Team site, webinars. Upload slides and documents from there too. Jaki will add into site as requested.

Meeting Schedule for the remainder of the year is as follows:

Monday, December 6th 1pm-2pm

Meeting ended at 1:30pm.