|  |  |
| --- | --- |
| santa ana college logo | **MINUTES: SAC Program Review Committee**  September 20th, 2021  1:00p.m. – 2:30p.m. |

**The meeting started at 1:00 PM.**

Attendance – Brenda Estrada, Jaki King, Kim Smith, Catherine Emley, Kathy Walczak, Matthew Beyersdorf, Celia Perez, Kyle Bradley, Stacy Bass, Saied Eidgahy

**05/10/2021 Minutes** were approved unanimously. Motion made by Matthew Beyersdorf and seconded by Saied Eidgahy

Stacy Bass – Abstain (not at last zoom meeting)

Kyle Bradley - Abstain (not at last zoom meeting)

**Announcements:**

**Fall 2021 Goals – will come up with those over the next few meetings for academic year**

**Nuventive Update:** Not ready to go. Training and program activities to roll out early next Fall 2022. Signatures needed to implement upgrade and pending due to contract issue. Per Jaki, template is still there, Kim piloting and feedback not actual form. Insufficient support to train staff on Nuventive. Access remains to template form. Nuventive hesitant to discuss further with committee because contract has not been signed. Dr. Estrada has not seen the contract up for approval in the board docket and will inform the group and confirm with Dr. Hubbard at the next meeting. Jaki mentioned it will look slightly different than what Kim did.

**Combined Quadrennial Request:** Puente**,** U-Link Mesa, Center for Teacher Ed, Transfer Center want to combine report into one quadrennial**.** Dr. Estrada indicated 5 different goals. Counseling deans email request to combine the report. Saied suggested report should be combined across the board for annual and quadrennial as you cannot have one and the other separate. Programs asking for quadrennials have staff and one coordinator. Matt stated one large report with too much information or a short one with insufficient details; programs should do their own report. Catherine offered that programs are very different, could give one joint presentation, provide a format and date to return the data.

Matt asked Dr. Estrada since he is still in charge of program and does the report, then gives to Dean so they know what is going on in department, is that same in student services? Dr. Estrada confirmed that is the same case, unless faculty coordinators are new, they would work with the dean or associate dean on areas they need to incorporate and need historical perspective. Dr. Estrada feels program reports should be done separately as they have a lot to offer, then in accredit year they can see offering of each program. Matt agrees with Dr Estrada; maybe separate or 1 or 2 combined we’d be open just concerned last minute. Kim feels we may not have the background, a lot going on this year. Saied states too many questions and message simply say unapproved. Jaki offered idea of study sessions; based on email not enough information or based on accredit needs we discourage. Dr. Hubbard will accept committee decision.

Catherine suggested to have department coordinators review data, and use a format with a date to get information back. EOPS/CalWorks realistically needs extension to Fall, 2022. Points made why should Deans be involved because they cannot make changes. Option to delay this one year.

Extension request to Fall 2022 Jaki proposed to make a motion to request extension. Matt moves to postpone to 2022-2023 academic year, Saied seconded the move, all in favor. Jaki will contact Dr. De La Cruz that Calworks was granted extension.

For the 2nd request EOPS lost Associate Dean, and position now in hiring process under Dr. De La Cruz. That department facing pressure to produce the quadrennial report; Dr. Estrada offered to push to next year to allow the new person time to learn and adjust to the report requirements. Concerns arose about what the 4-year review will look like and might be too long. Matt offered concern that one report is too much to understand; use for accreditation and departments should do their own reports. Much easier to evaluate individual ones with unique mission on data.

**Fall 2021 Program Review Schedule:**

1. **October 4th, from 1pm to 2pm.**
2. November packed with curriculum mtgs: 11/2, 11/9, 11/22 (not good), 11/2 & 11/9 Saied unavail. **November 1st 1230pm to 1:30pm**
3. **December 6th from 1 pm to 2pm.**

**Spring 2022: 21 programs going through review – numerous presentations**

Last Fall had study sessions to work together, research person in attendance and Tyler. Dr Estrada recommends research person involved more in these sessions. Jaki asking for help from committee members to host. Kim and Matt offered their time, Jaki said this can be done through professional development, through October to provide guidance. Get 4 to 5 sessions in October for those going through program review, members notify Jaki

**Departments transitioning into other divisions:**

Kim brought up that Business gaining under Dr. Lamb’s proposal and losing Computer Science and Engineering. Per Saied all this will go through Academic Senate. I E and A concern of program review, being the oversight committee. Per Dr. Estrada current caps that are happening and movement with guided pathways and streamline services. Discussions opened about re-alignment of divisions. Kim has not heard complaints of student needs unmet. Next Spring should ask and give information about restructuring. Senate perfect venue to address alignment of departments.

**Basic needs-Thrive Center:**

Dr. Estrada announced that Thrive Center is now open and is designed to help students

Food pantry opened for SAC and CEC students, with limited hours and asked committee members to notify their students. If Housing needed students will meet with Dr. Estrada and work with Foundation. Goal is to assist students with food, housing, clothing and employment.

The committee agreed that **Monday** is best for meetings.

**The meeting adjourned at 2:10pm.**