1. Call to order	Coordinator called the meeting to order at 2:30 p.m.
2. Roll Call	**Committee Members**: Ferdinanda Florence (Coordinator), Kevin Spoelstra (Applied Technology & Business), Nick Cittadino (Counseling), Chris McBride (Liberal Arts), Rachel Purdie (Social & Behavioral Science); Ex Officio: Sandy Lamba (Dean, Social & Behavioral Science) **Absent:** Vacant Position (Library), Curtiss Brown (Health Science), Dmitriy Zhiv (Math & Science)
3. Agenda approval	Kevin Spoelstra motioned to approve the agenda of February 24, 2020. It was seconded by Chris McBride. The motion passed unanimously.
4. Approval of Minutes	Nick Cittadino motioned to approve the minutes of February 10, 2020. The motion was seconded by Rachel Purdie. The motion passed unanimously.
5. Comments from the Public	None.
6. Coordinator Update and Discussion/Information Items	
6.1 Master schedule review	The Coordinator shared the current draft of the master schedule, noting that the Academic Senate president and subcommittee coordinators will meet on Friday, 2/28/20, to discuss and modify the schedule further. Once finalized, the schedule will help guide faculty and deans regarding curriculum, assessment, program review, and other tasks, by academic year and School/Division. Committee members noted the task listed as "curriculum planning" in the semester preceding curriculum review; the Coordinator will seek clarification about what such planning entails.
6.2 Using data to inform Program Review and other tasks	The committee discussed the overlapping issues related to Academic Senate subcommittees' use of data supplied by the Office of Research and Planning (R&P). The main issues relate to having multiple sources of data without a clear procedure to guide faculty or disseminate the information to faculty. a.) The R&P office's "Online Factbook" can be accessed through their "Interactive Data" page (http://www.solano.edu/research_planning/interactive_data.php); this publicly-available site generates up-to-date data on student demographics, enrollment, and success, using Tableau software (embedded in the site).

Research and Planning staff have noted that faculty have an abundance of data they can access at any time, which can inform a wide range of curriculum, assessment, program review, and other tasks. However, faculty are not broadly aware of this resource and require training to use it. Requests for various types of publicly available data, coming from varied faculty at irregular intervals, place an extra burden on an understaffed office.

b.) Yearly, the Coordinator receives an extensive Tableau file from Research and Planning, which includes some data also found in the Online Factbook, plus supplemental information (such as success rates by First-Generation students). Conversely, there are some options in the Online Factbook (such as generating success rates by course number) that are not currently featured in the Coordinator's Tableau file. These dual sources of data present a challenge for the Coordinator, who must assess which source will provide the proper data for each situation. Given the extensive Program Review-related demands for data, the Coordinator cannot act as a point-person for faculty needing data on a case-by-case basis.

c.) The committee discussed the possibility of School Coordinators and Senate Subcommittee Coordinators receiving training on data, including where to find it and how to use it. The Coordinator will raise this possibility at the meeting with the Senate President and Subcommittee Coordinators on 2/28/20.

6.3 Finalize feedback survey for Social and Behavioral Sciences faculty	The committee reviewed the draft of the feedback survey to be used by Social and Behavioral Sciences faculty whose reports have completed the Program Review process. The committee will vote on the finalized survey at the next meeting on 3/9/20.
6.4 Assign CDFS report	Curtiss Brown, Kevin Spoelstra, and Dmitriy Zhiv will review the Child Development and Family Studies report for the next meeting on 3/9/20.
7. Action Items	None.
8. Adjournment	Nick Cittadino motioned to adjourn; the motion was seconded by Kevin Spoelstra. The motion passed unanimously. Meeting adjourned at 3:30.
9. Report Discussion	Nick Cittadino and Chris McBride reviewed the Political Science report with the Coordinator.