Academic Program Review Committee
Adopted Minutes
September 16, 2019
Room 902 Conference Room
2:30 pm – 4:00 pm

1. **Call to order**	Coordinator Ferdinanda Florence called the meeting to order at 2:35 p.m.
2. **Roll Call**	**Committee Members**: Ferdinanda Florence (Coordinator), Kevin Spoelstra (Applied Technology & Business), Nick Cittadino (Counseling), Terri Pearson (Health Science), Chris McBride (Liberal Arts) **Ex Officio:** Sandy Lamba (Dean, Social & Behavioral Science) **Absent:** Vacant Position (Library), Dmitriy Zhiv (Math & Science), Maureen Powers (Social & Behavioral Science)
3. **Agenda approval**	Chris McBride motioned to approve the agenda of September 16, 2019 as amended. It was seconded by Kevin Spoelstra. The motion passed unanimously.
4. **Approval of Minutes**	Kevin Spoelstra motioned to approve the minutes of May 13, 2019. It was seconded by Chris McBride. The motion passed unanimously.
5. **Comments from the Public**	Comment by Mary Gotch-Posta (faculty, School of Social and Behavioral Sciences) regarding student survey administered last semester.
6. **Program Review Coordinator Update and Discussion/Information Items**	
6.1 Spreadsheet of Facilities Goals for Facilities Master Plan	Coordinator noted that the Superintendent-President Celia Esposito-Noy had announced a college-wide call for participation in Facilities Master Plan forums. Receiving a positive response from the Superintendent-President, the coordinator compiled and sent an **Excel spreadsheet of Facilities-related goals** from Program Review reports submitted since 2016. Committee members recommended that faculty be informed of this attempt at integrated planning, so that they will know their Program Review work is being considered in the Facilities Master Plan discussions. Committee members noted that emailed newsletters are infrequently read by faculty and would not be a productive use of coordinator time to produce; an email could be sent out instead, or information could be shared at School meetings.
6.2 Survey of Social and Behavioral Science faculty regarding the standardized survey	Committee discussed issues regarding the questions in the **standardized survey**. The committee members **focused on Question 11**: "The classes in this program/department provide a safe, supportive learning environment, where I can explore ideas and express myself." Committee members observed that the question

	covers multiple aspects of "safety," including physical safety, mental and social well-being, freedom of self-expression, and educational support. The Coordinator noted that the question can invite responses of an evaluative nature that may call out specific faculty; alternatively, the question is relevant to Program Review, addressing factors that directly impact student performance in program courses and student progress towards a degree/certificate. Kevin Spoelstra noted the college-wide emphasis on these related issues of safety and equity, as evidenced by recent Flexcal speakers and activities. Committee members discussed expanding the question into multiple questions and/or creating a separate survey focused specifically on this wide-ranging issue of safety. Coordinator will create a draft of a survey for S&BS faculty to provide feedback, which can inform the committee's recommendations to the Senate regarding possible changes to the standardized student survey.
6.2 eLumen overview; current limitations and future capabilities	Coordinator showed committee members the **eLumen Test module** for Program Review, noting current limitations in the system: 1.) eLumen cannot provide data prior to this year; 2.) in some areas, eLumen can only provide data that has been loaded by IT/Research and Planning; 3.) eLumen lacks a substantive connection to Curriculum information at the present time, making an automatically-generated listing of courses in a particular degree impossible; 4.) eLumen currently lacks the capability to roll information from an earlier Program Review report into a later report. Useful capabilities include the ability to create tables and direct connections with the Assessment module. Given the system's current limitations, all data except for Assessment would be provided by Research and Planning and packaged into a PDF by the Coordinator. The Committee discussed the advantages and disadvantages of placing data as a picture in the body of the report, versus placing data in a folder that can be accessed by faculty. Using a folder will keep the report from being clogged with graphs and tables; faculty would refer to data but would put only the analysis of the data in the text fields.
6.3 Institutional Research & Planning; types of data available for Health Science's use	Coordinator noted that Research and Planning could provide data on special populations not previously addressed in the Program Review reports, such as Veterans, DSP students, low-income students etc. Research and Planning staff are currently working on providing data to inform the School of Health Science's reports.
6.4 Program Review Template; reorganizing and streamlining	Coordinator provided an overview of the new, streamlined template in Word and in the eLumen platform. The committee will begin to examine the template in detail at the next meeting.
6.5 Goals & Objectives for 2019-2020	The Committee reviewed the goals and objectives for the academic year. The Committee will vote on the goals and objectives as an action item in the next meeting.
6.6 Assignment of Accounting Report	Nick Cittadino and Terri Pearson were assigned the Accounting Program Review report.
7. Action Items	There were no Action Items.

8.	**Upcoming Items**	8.1 Refine PR Template
		8.2 Vote on Goals & Objectives for 2019-2020
		8.3 Review of Program Review report (Accounting)
9.	**Adjournment**	Nick Cittadino called the meeting to adjourn. It was seconded by Chris McBride. The meeting adjourned at 4:00 p.m.

ALL MEETINGS WILL BE HELD FROM 2:30 AM-4:00 PM IN ROOM 902 UNLESS OTHERWISE NOTED
September 30, 2019
October 14, 2019
October 28, 2019
November 25, 2019
December 9, 2019