Program Review and Outcomes Assessment Subcommittee - Minutes
San Diego Miramar College
Monday, October 16, 2023 ● Zoom 811 9472 1500 Pw: FA2023 ● 3:00 p.m. to 4:30 p.m.

Members: *Present:* Patti Manley (Co-Chair), Daniel Miramontez (Co-Chair), Adrian Gonzales, Xi Zhang, Joel Palhegyi (proxy by P. Manley), Julia McMenamin, Mary Hart, Jon Alva (proxy by Patti), and Catrina Gillus. *Absent:* Brett Bell, Michael Odu, Darren Hall, and Johanna Lindgren.
Vacancies: Co-Chair; Classified Professionals (2); Faculty BTCWI (1); Health Services Designee (1); Student (3).

A. **Call to Order:** The meeting was called to order at 3:04 p.m.
B. **Approval of Agenda and Minutes:** Agenda for October 16, 2023 was moved by M. Hart, seconded by X. Zhang, no nays, discussions or abstentions, motion carried. Minutes for October 2, 2023 is tabled.

C. **New Business:**

#	Item
1	Nuventive Resource Request Exports BRDS. There were a few issues when BRDS Resource Requests were exported from Nuventive. Findings were shared and presented. Issues included is that all Program Goal "Short Names" should clearly be identified in Program Goal. Goals are labeled as Goal 1, Goal 2, Goal 3, etc. As part of training in using Nuventive, entry should have clear description of the goal, i.e., Goal: Enhance Quality of Online Instruction. As well, all Program Goals must be aligned to at least one Collegewide initiative (ISOs, Strategic Goals, Guided Pathways, Six factors for Success). There has to be a connection – all resource requests have to be aligned to a program goal, and all program goal have to be aligned to a college initiative. Another issues is that the Resource Request "Title" must clearly identify the resource with complete detail and description. Instead of "Technology" or "Equipment", request should be "HP Pavilion Laptop 15" or equivalent, 25 each". Supplies or equipment Resource Request identified as on-going needs to be modified to "Discretionary Budget Increase" and select appropriate category (4000, 6000, etc.). All Resource Request identified as "Other" should be reviewed (request for supplies and equipment should not be identified as "Other"). For the Request for Funding Process, BRDS is not looking at the "Other" category, they are only looking at Supplies and Equipment One-time Requests. Resource Requests not aligned to a program goal, collegewide initiative, and identified as on-going will not be considered by BRDS for RFF funding. However, corrections can be made accordingly (two weeks given for updates to be made, no additions). Email will be sent by BRDS to notify Deans, Chairs, and VPs on addressing the issues and making corrections. Currently, there were $1.6 million in resource requests for RFF items, not counting one-time purchases. All-in-all, great information was provided from Nuventive with all the main components included. Will need to clean up issues and get through learning curve.

D. **Old Business:**

#	Item
1	Review of Institutional Student Learning Outcomes (ISLOs). Currently reviewing and possibly revising the College's ISLOs. Various information from various colleges via Listserv is being collected (how ISLOs are assessed/revised). Colleges include San Jose City College, Fullerton College, Palomar College, Skyline College, and Santa Ana College. Literature review is currently being worked on as well.
2	Committee Membership and Charge Review. No new updates on committee membership, with an exception for one faculty designee for Public Safety was added.
3	Program Viability: Graphics Program Discontinuance Update. Has gone though second read at College Council and has been approved. Expected next step will be Board review and approval on November 9, 2022.
4	Program Viability Process Revision - Update (approved PIER date: 4/14/23). No new updates. Will be reviewing language and terminologies used in process. Revision process is scheduled for spring 2024.
5	Nuventive – Mapping, Collegewide ISLOs, Equity Gaps, College Priorities, Strategic Goals, Guided Pathways. Continuing conversation from last PROASC meeting, data/information can be collected from Nuventive. Collegewide programs are mapped to a collegewide initiative, and all resource request are mapped to a collegewide goal. To be reviewed are who will train, what type of trainings are needed, what initiatives needs to be mapped to goals, how to align mapping of Resource Request to program goals, how useful is data provided, and who will review. Exported mapping/alignment information from Nuventive was presented and discussed (data spreadsheet and high-level

	mapping graphics). Will continue looking into the college's Strategic Plan and the Miramar Educational Plan alignment mapping, which will include mapping to CCCCO's Vision 2030. This mapping is part of the college's accreditation standards. It is part of continuous quality improvements as an institution at the unit level (through Nuventive). Previously, mapping was not available through Taskstream.

E. **Announcements:** None.

F. **Adjourned:** Meeting was adjourned at 3:55 p.m.

G. **Next Scheduled Meeting:** Monday, November 6, 2023.

San Diego Miramar College 2020 – 2027 Strategic Plan Goals
I: Pathways – Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success **II:** Engagement-Enhance the college experience by providing student-centered programs, curriculum, services, and activities that close achievement gaps, engage students, and remove barriers to their success **III:** Organizational Health-Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making **IV:** Relationship Cultivation - Build and sustain a college culture that strengthens participatory governance, equity efforts, and community partnerships **V:** Diversity, Equity, and Inclusion (DEI)-Build an environment that embraces diversity, equity, inclusion, Anti-Racism, and social justice for the benefit of the college community
** **ACCJC Accreditation Standards (Adopted June 2014):** Mission, Academic Quality and Instructional Effectiveness, and Integrity. II. Student Learning Programs and Support Services. III. Resources. IV. Leadership and Governance.