Program Review and Outcomes Assessment Subcommittee - Minutes
San Diego Miramar College

Monday, April 7, 2025 ● Hybrid Meeting: Zoom 811 9472 1500, Pw: 202425 or Room L-108

Members: *Present:* Patti Manley (Co-Chair), Daniel Miramontez (Co-Chair), Xi Zhang (proxy by Luis Cuarao), Brett Bell, Mary Hart, Johanna Lindgren, Joel Palhegyi, and Doris Musson. *Absent:* Catrina Gillus, Jon Alva, Adrian Gonzales, Michael Odu, and Rayyan Talal Ahmed.
Vacancies: Co-Chair; Classified Professionals (2); Faculty BTCWI (1); Health Services Designee (1); Student (2).

A. **Call to Order:** The meeting was called to order at 3:02 p.m.

B. **Approval of Agenda and Minutes:** Agenda was moved by B. Bell, seconded by M. Hart, with Old Business: #3. Program Viability Review Process Update will move up to #1. no nays, discussions, no abstentions, motion carried. Minutes are tabled.

C. **New Business:**

#	Item
1	Resource Allocation Process. BRDS, Facilities, and other participatory governance committees has been working on the past three semesters to update and strengthen the resource allocation process. The results are three new resource allocation processes. The process includes the Classified Hiring Prioritization, Discretionary Budget Resource Allocation, and the Facilities Resource Allocation. Once review of process is done, summary will include the existing resource allocation process from BRDS (Request for Funding). This will be brought back to PIER, through constituencies, then to College Council for final approval. Presented/reviewed was the new Discretionary Resource Request Process and Prioritization, which replaces and existing process that was not transparent and relied on antidotal information. This new process involves extracting resource requests (ongoing) from Nuventive, provide a methodology to identify those requests, prioritize them, and then allocate resources as they become available. Process will also remove title duplicates caused by Unit Goal Alignment, will be sorted by program, and will then be sent to Deans/Managers/ Directors to be prioritized (with Department Chairs/Leads). Once ranking is completed, worksheet will be sent to Executive Cabinet so that available resources can be allocated. Executive Cabinet will transfer final allocations to Request for New Resources form and report out. This will allow for transparency for the college to see what actual budgets have been approved for increases for the next fiscal year. Also presented was the new process for identifying requests for Facilities. Similarly, resource information will be extracted using Nuventive. Requests will be sorted by Program and One-time Facilities, and will then be sent to Dean/Manager/Director for priority ranking with department Chair and/or Lead. Once reviewed, Dean/Manager/Director returns ranked list to Facilities Health and Safety Committee to combine all rankings, and comment as needed. Dean/Director/Manager will be invited to assist in further prioritization for final priority (similar to BRDS Committee prioritization). From there, process will be evaluated with results to move through constituencies and College Council for adoption. For Classified Staffing Prioritization, in the past, had antidotal information and does not necessarily use Program Review in a transparent and clear way. The new process involves extracting classified requests from program review, departments will provide prioritization (forced rank), which will lead to impact ranking (to differentiate multiple #1 priorities). Format was established for identifying new supervisors and/or Classified AFT (new employees without existing job classification) so that these could be prioritized as well. Request was made for Staffing Prioritization process as to who will lead (committee and/or department). This will move forward to PIER committee.

D. **Old Business:**

#	Item
1	President's Office Program Review Workgroup. Workgroup was formed, but has not met due to priorities. Suggestion was made to rename the President's Office Program Review Workgroup to President's Office Departments (or something clever, feedback needed). First meeting will include discussion on program review template.
2	SLO/SUO Assessment Status Update. Reminder was made that April 15th is the deadline for Instructional Program Review. As well, this is the beginning of the three-year cycle. Will continue to track assessment accordingly.
3	Program Viability Review Process Update. Viability Review of Instructional Programs was shared out for review. To recap, this document outlines processes for new program initiations, modifications, and discontinuance. Motion was made by B. Bell to move the document forward to PIER Committee for review, seconded by Mary, no discussion, or nays. This will move forward to PIER committee.

E. **Announcements:**
F. **Adjourned:** Meeting was adjourned at 3:31 p.m.
G. **Next Scheduled Meeting:** Monday, May 5, 2025.