

Vice President, Instruction or Designee (Tri-Chair)	Kelly Fowler		Instruction (appointed by the VP, Instruction)	Kelly Coreas	X
Director, Research & Institutional Effectiveness (Tri-Chair)	Patty Quinones	X	Instructional Dean (appointed by VP, Instruction)	Sylvia Ruano	X
Faculty – Career Education (Tri-Chair)	Jennifer Hinostroza	X	School of Continuing Education (appointed by VP, SCE)	Minerva Avila	X
Faculty (Outcomes Coordinator)	Chris Jackson		Senior Facilities Planner or Designee	Vacant	
Academic Senate President or Designee	Tania Anders	X	Student Services (appointed by VP, Student Services)	Lina Soto	X
Faculty Accreditation Coordinator or Designee	Allie Frickert		Business Analyst, Instruction	Krupa Patel	X
Faculty - Credit (appointed by Academic Senate)	Pauline Swartz	X	Classified (appointed by CSEA 262)	Lisa DiDonato	X
Faculty - Noncredit (appointed by Academic Senate)	Landry Chaplot		Classified (appointed by Classified Senate)	Heidi Alcala	X
Faculty – Student Services (appointed by Academic Senate)	Vacant		Classified (appointed by CSEA 651)	Vacant	
Student (appointed by Associated Students)	Lorry Nam		Educational Research Assessment Analyst (appointed by Director, RIE)	Annel Medina Tagarao	X
Associate Vice President, Instruction	Meghan Chen	X	Guest – Senior Research Analyst	Cathy Stute	X
Fiscal Services (appointed by VP, Admin Services)	Rosa Royce	X	Guest – Assistant Dean, Accreditation and Planning	Lianne Maldonado-Greenlee	X
Human Resources Manager (appointed by VP, HR)	Ryan Wilson				
Information Technology (appointed by VP, Admin Services)	Monica Cantu-Chan	X	Recorder	Doris Torres	X

Topic		Discussion/Outcome
1.	Welcome	
2.	Review of the Agenda	No changes to the agenda
3.	Approval of <u>October 22nd</u> Meeting Minutes	The October 22nd meeting minutes have been reviewed and approved.
4.	Program Review Presentation/Training	The Program Review From Data to Action PowerPoint presentation was shared with committee members. The committee engaged in discussion on the following items and the PowerPoint will be sent to the IEC committee members: Program Review Overview • New Program Review process • Program Review vs. PIE • New Timelines and Deadlines • New Template in Nuventive • What is Program Review (And why is it important?) ○ Program Review ○ Purpose ○ Participants ○ Powerful impact Key Components of Program Review • Mt. SAC 2035 • Data Review

- Data Analysis and Reflection
- Unit Planned Actions

Integrated Planning & Program Review

Mt. SAC 2035 Framework

Mt. SAC 2035 is the College's comprehensive plan, which will guide unit goals.

Institutional Goals + Commitments

- 1 Culture of Care
- 2 Equitable Access + Completion
- 3 Equitable Innovative Teaching

Example: Goal 1: Culture of Care

Foster a caring campus community where individuals are valued and respected, and where students are surrounded by a network of empathy, personalized support, encouragement, and guidance.

More detailed discussion included:

- Service to Students
- Wraparound Support
- Holistic Support
- Clear Communication
- Belonging and Community
- Welcome and Safe Campus

Components of Program Review in Practice

Example 1: Instruction

- Mt. SAC 2035 Goal 1: Culture of Care
- Data Review
- Data Analysis and Reflection
- Unit Planned Actions

Program Review Worksheet Section (Instruction)

Program Review Worksheet Section (Student Services/Admin)

Get Started

- Choose focus areas
- Reflect on data and needs
- Set goals

IEC Committee discussion:

- Understanding that program analysis identifies resource needs, but resource requests follow a separate process. How are these two processes meant to connect?
- Program Review should start with data review and planning. Units set data-driven goals and identify steps to achieve them. The focus is on completing the data review first, rather than jumping ahead to Cabinet prioritization.
- Program Review will include a Resource Needed section.
- It was said the Budget committee will need to address the related timing and updates to the Integrated Planning Calendar.

		- Trying to understand what's missing that connects to the financial part. Will this process be connected to the Budget committee? Or IEC? Or will it get passed on to someone else? - Connection and goals should be set for students are clearly connected to the resource request. Sometimes the connections are not clear to those who do not know their programs. - The integrated and budget process calendar was shared with committee members and discussed; Will the Budget committee use this format? The Integrated and Budget calendar will be reviewed in IEC in the Spring. They will collaborate with the Budget Committee to update the Integrated and Budget Calendar visual. Once the PowerPoint presentation was completed, several updates were shared: - All worksheets were emailed to individuals who signed up for training in advance. - Workgroup members are posting the materials on the website. - This Program Review information was also shared in the Zoom chat. - New resources were created to help users understand how to write goals. Recommendation: - Consider creating a Program Review cheat sheet for department chairs, including guidance for department meetings and goal development. Additional Note: - Once the Program Review flyer is available, it will be provided to CSEA members so they can attend the trainings.
5.	Program Review Update	Trainings are in progress. The team is working closely with Nuventive and will continue meeting regularly for system updates. They are also working with IT Web Support to launch a new Program Review website with all training resources.
6.	Program Review Due Date Update Recommendation	- The Program Review due date has been moved from March 27 to April 17 for this year only. The May 31 deadline for level two feedback from managers to unit completers remains unchanged. - The committee agreed to the new April 17 due date.
7.	Program Review Template List	- The Program Review Template List was shared, and some information regarding active units was unclear. - It was decided that an email will be sent to Pauline Swartz or the managers of active units to obtain the needed information.
8.	Mt. SAC 2035 Implementation Plan	A classified introduction to the Healing Center engagement and Culture of Care standards was held on Friday, November 7th. Attendees appreciated the opportunity. The next steps include bringing previous participants together to begin developing campuswide Culture of Care standards in winter or early spring. The

		group will also work on campuswide planned action steps.
9.	Budget Committee Update	• The Budget Committee discussed its 2025–26 goals, which are still in progress, and reviewed the annual report prepared for the College. The committee also added an additional student member.
10.	DEISA+ Updates	• Nothing was discussed.