

Meeting Minutes

Date: Monday, February 26, 2024

Time: 2:30P

Location: Zoom (Link to [Zoom Recording](#))

Attendees: Susan Khan, Natalie Alizaga, Lena Feinman, Madeleine Murphy, Guillermo Cockrum, Monique Nakagawa, Alicia Frangos, Heeju Jang, Briana Avila, Kazumi Tsuchiyose, Julieth Diaz Benitez, Zulema Esparza

Review of Previous Minutes

The meeting commenced with a review of the minutes from the previous meeting. The committee approved the minutes without amendments.

Discussion Items:

Professional Development Needs and Program Review Process:

- Susan Khan initiated the discussion with PD updates
 - Announced Redesigned for Equity and Accessibility Lab (REAL) is funded for Fall and Spring of next year.
 - The deadline for the April 18 Flex Day Proposals due March 15.
 - Please look at the Faculty Handbook revision. Revisions should be due by March 15th.
- Partner committee updates:
 - District Committee on Teaching and Learning
 - level has finalized Distance Ed modality definitions
 - Preparing Guidance on Plagiarism and AI
 - Academic Senate
 - Applications for Perkins funds due April 5th (to support Career and Technical Education. Talk with your dean.
 - CSM Ombudsperson presented. Kohya Lu will be working on PD and training opportunities
 - Office of VPI is working on revising the Faculty Handbook
- Division Updates
 - Julieth: Next week will be Open Education Week. OER CCC is an open sharing. There are many events. Keynote 11:30A on Monday the 10th. Please help spread the word.

- Alicia Frangos: In August there will be a Welcome Week (3 day event) for new and returning students.
 - Will be reaching out to different groups on campus.
 - Particularly interested in faculty joining to have workshops for students prior to starting the semester.
- Update on removal of the word "Citizenship".
 - The Academic Senate voted unanimously on our recommendation to remove the word "Citizenship" from our Institutional Learning Outcomes.
 - The college is in the process of updating the website and Student Handbook with our recommendation.
- Update on the change of the wording for Probation and Dismissal. Two suggestions given: Performance Improvement Plan and Dismissal.
 - This was taken to the Deans of Counseling and Enrollment.
 - This is despite the fact that Title V uses punitive language. Perhaps an opportunity to take this language to the state.
 - Although Title V uses this language, we will use the academic notice on our documentation with a footnote and would like to take it to the state and change the actual words in Title V.
 - Moorpark College beat us changing this language.
- Division Updates
- Natalie Alizaga moderated a norming session. Committee members reviewed and discussed two programs.
 - Polled members on how much time it took to perform the reviews.
 - Polled on the type of questions
 - Madeleine mentioned that the current form of questioning in the program review does not encourage a broad perspective which could be more helpful. She suggested that the process might benefit from prompting individuals to consider broader professional development needs emerging from the program review.
 - The questions seem to reflect confusion about what program review is for.
- contributed by discussing the logistics of distributing workload among committee members for reviewing program submissions and stressed clarity in the review form to ease understanding and assessment.
- She also highlighted the need for a holistic view in the review process for more meaningful professional development.

- Lena Feinman questioned the clarity and the responsibility regarding the creation and updating of the review form. She proposed standardization for better comprehension and efficiency.
- Madeline and Lena agree that the form should be clearer about the intent. There's a big question about who is the audience of the program review documents.
- Susan Khan mentioned the existence of a Senate working group tasked with revising the program review process and forms, aiming to streamline and make the process more effective.
 - Susan is compiling a list of possible professional development activities. However, she would like to get us to provide what types of professional development could be helpful.
 - Lena and Madeline agree that it's impossible to understand why Program Review is done.
- Natalie Alizaga inquired about additional details regarding the working group's progress and its impacts on the review process.

Reading and Assessing Program Reviews:

- Madeleine Murphy proposed recruiting a diverse group from outside the Senate to participate in reading program reviews, emphasizing the importance of covering different perspectives and disciplines.
- Guillermo Cockrum discussed the value of collaborative discussions during the review process to ensure nothing is overlooked and to facilitate comprehensive understanding.

Institutional Learning Outcomes (ILOs) Assessment:

- Madeleine Murphy and Monique Nakagawa provided insights into historical contexts and challenges related to ILO assessments and surveys. Discussion ensued on finding meaningful methods to assess ILOs.
- Natalie Alizaga introduced a brainstorming session via Mentimeter to identify key knowledge, skills, and abilities stakeholders hope students acquire, leading to discussions on potential ILO revisions.
- Guillermo Cockrum presented a mind map showcasing gaps between current ILOs and those at other institutions, sparking conversation on potential areas for ILO enhancement.

Next Steps and Action Items:

- Agreed to finish Program Review by the April meeting.

- Committee members were encouraged to review the mind map and think about potential additions or revisions to the current ILOs.
- Plans were made to continue the discussion on ILO assessment and revision in the next meeting.

Adjournment:

The meeting was adjourned at [Insert Time]. The next meeting was scheduled for [Insert Date and Time].

Next Meeting:

Date: [Insert Date]

Time: [Insert Time]

Location: [Insert Location]

Agenda: Review action items progress, discuss revised professional development form, plan for retreat day, update on buddy system implementation, and review proposals for revised ILOs.
