|  |  |
| --- | --- |
|  | SAC Program Review Committee AgendaFebruary 26, 20241:00 p.m. to 2:00 p.m. Zoom: <https://rsccd-edu.zoom.us/j/88157127065> |
|  |  |  |

1. Welcome

2. Approval of November 27, 2024, minutes

* **No minutes were presented, so none could be approved.**

3. Goodbyes and thank you

* **It was announced that Dr. Brenda Estrada stepped down as administrative co-chair of the committee in January. She was thanked for her service.**
* **Matthew Beyersdorf announced that his two years as faculty co-chair of the committee ends at the end of the spring 2024 semester.**
* **New co-chairs for the committee need to be found.**

4. Dr. Lamb

* **Dr. Lamb presented on (1) waiting to hear from the committee regarding the use of Nuventive for all faculty, (2) department annual reports, and (3) the committee’s involvement to reduce the “bloated catalog.”**

5. Report on FLEX week workshop

* **Kim Smith presented on the success of her FLEX week workshop and plans for future workshops.**

6. Nuventive

* **While it was discussed more at length during Dr. Lamb’s discussion with the committee, there was a general sharing of some departments’ use of Nuventive to complete their Capstone Reviews. Also, the creation of videos on how to use Nuventive was discussed, although it was shared that how-to videos for Nuventive are already available. Those videos will be included on the Program Review website for easier access.**

7. List of programs with Capstone Reviews due in November of 2023:

* English as a Second Language (SCE) (submitted)
* Global Business and Entrepreneurship
* Legal Studies (submitted)
* Communication Studies (submitted)
* Philosophy
* English (submitted)
* Auto/Diesel/Welding (three programs)
* Fire Technology
* Child Development and Education Studies
* SLPA (submitted)
* EMLS (submitted)
* Chemistry (submitted)
* Mathematics (submitted)
* Nursing (submitted)
* Disabled Student Programs & Services (Student Services) (submitted)
* Assessment (Student Services) (submitted)
* Career Center (Student Services) (submitted)
* **Matthew Beyersdorf reported on the status of the Capstone Reviews that were missing.**
* **Matthew Beyersdorf stated that he would be contacting all of the departments and programs that had their Capstone Reviews due on November 30, 2023, to set up a roundtable discussion or individual presentation for their Capstone Review.**

8. Action Items:

* Workgroup to address question change
* What types of presentations?
	+ roundtable and/or individual
* Future meeting dates March 11, March 25, April 15, April 29, May 6, and May 20
	+ Holidays this semester include April 1, April 8, and May 27
* Presentation rubrics
* **The committee determined that departments and programs would be offered the opportunity to participate in either a roundtable discussion or an individual presentation regarding their Capstone Review.**
* **Future meetings will be held on March 11, March 25, April 15, April 29, May 6, and May 20 from 1:00 p.m. to 2:30 p.m.**
* **The committee discussed the best way to share the Program Review Committee rubrics with its members in order to give departments and programs constructive feedback. Matthew Beyersdorf stated that he had cleaned up the Program Review Teams site and would create rubrics that could be accessed and added to by the committee members during and after roundtable discussions and presentations. Matthew would then go back in after a week or so and clean everything up regarding spacing, font, etc., so that things are consistent.**
* **There was also a discussion about having Distance Education and Professional Development for non-credit to participate in program review.**