

SAN DIEGO MESA COLLEGE

Program Review Steering Committee Minutes

11.7.2025

Zoom ID: 819 9309 6383

12:00 p.m. to 1:30 p.m.

Attendees: **Chairs:** IE - Hai Hoang, Inst. - VACANT, SS – Lucio Lira, Admin. - Lorenze Legaspi*

Administrators: Inst, -Dina Miyoshi, SS - Leticia Diaz, Admin, Hai Hoang, IE

Student: AS - VACANT

Classified Professionals: CS Pres. / Designee – Ayana Woods, Inst. - Vacant, Admin. - Joel Arias, SS – Nicole Judd

Faculty: AS Pres. / Designee – Mary Gwin, Arts & Lang Yuka Brown. -, Bus. & Tech. - Mark Abajian, Ex. Sci. - Jake Portugal, Health & Public –VACANT; Huma- Bruce Naschak, LRAS - Katie Palacios, Social & Beh. - Dina Miyoshi*, SSE - Lucio Lira*, CTE - Alex Berry and Rachel Russell, CRC- Michael Cox

Committee Representatives: SWC - Alex Berry, FHP - Isabel O'Connor, CHP- Larry Maxey, BARC - Lorenze Legaspi*, Pathways - Howard Eskew, COA- Liza Rabinovich

Administrative Support: Olivia Pryor

A. Call to Order

1. The meeting was called to order at 12:00pm by Hai Hoang
2. Agenda approved with one correction and without objections

B. Approval of 10.3.25 Minutes

Correction:

- Bruce clarified that his prior comment on “distributing tasks or seeking support” should directly reflect that he advocated for stipend or reassigned time (FTE) support.

Motioned - Bruce Naschak

Seconded – Michael Cox

Abstained – Ayana Woods, Isabel O'Connor, Jay Tarvin

C. Communication Loop

Member Updates

Liza Rabinovich (COA):

- BARC/CHP training was hosted on 10/30 (hosted by Lorenze).
- FHP training was hosted on 10/30.
- All workshop materials are posted on the Program Review Resources website.
- A follow-up email was sent to all lead writers with updates and reminders.

Jay Tarvin (ASR):

- Announced the upcoming Associated Students Thanksgiving Feast; will confirm event details with Student Affairs.
- Volunteers are being recruited for food distribution.

Co-Chair Updates

ACCJC Site Visit:

- Hai reported a successful site visit, acknowledging contributions from campus representatives including Mary, Mandy, Ashanti, Andrew, and Liza.
- ACCJC will issue final action in January 2026.
- A midterm report will be required in two years.
- The committee is optimistic based on informal feedback, though no final determination has been made.

Timeline Reminders:

- Draft program review submissions due December 1 (resource requests + PR writing).
- Managers should communicate when they begin reviewing drafts to keep lead writers in the loop.

CTE Workspace:

- Ongoing discussions regarding a dedicated Program Review space for CTE faculty.
- No decision yet; updates will follow.

Training:

- Upcoming Data Dashboard Training on November 12, 3:30–4:30 p.m. on Zoom (recorded session).

Resource Committees Updates:

- BARC & FHP will share recommendations with PRSC on March 6, followed by PIEC and first and second readings at PCAB.
- CHP committee meets November 21 to review spring timeline and consider proposed process changes.

D. Continuing Business

Program Review Membership Discussion

- Hai reviewed vacancies and the challenges in voices and representations when individuals represent multiple areas.
- Mary committed to announcing vacancies in the Academic Senate and reviewing membership with the Committee on Committees.
- Mary shared instructional faculty co-chair position will receive .2 release time starting spring; faculty co-chair is elected by faculty on PRSC only, per the Constitution.
- Classified Professional vacancies remain unfilled; outreach continues.
- Student Services co-chair Lucio is unable to attend regular PRSC due to other commitments;
- New member: Jay Tarvin, Associated Students Rep, introduced himself.

E. New Business

Review of Comprehensive Program Review Prompt

- The committee reviewed the 22–23 comprehensive template to determine needed revisions for the next cycle.
- Key points:
 - Update outcome-related language to be inclusive of all learning outcomes, not only course learning outcomes.
 - Clarify that departments may have any number of goals—three is a guideline, not a mandate.
 - Need for improved training on SMART goals vs. tasks/objectives.
 - Suggested additional consideration: documenting external challenges beyond departmental control (e.g., transcript evaluation delays).
 - Recommendation to collect manager feedback on which prompts produce meaningful institutional insights.

F. Action Items/Announcements/Adjournment

Action Items

- Hai will follow up with Lucio regarding spring availability for Student Services representation.

- CTE dedicated workspace discussion will continue.
- Continued outreach for Classified Professional and faculty vacancies.
- Upcoming Data Dashboard Training November 12 (3:30–4:30 p.m.).

Adjournment

The meeting was adjourned at 1:30 p.m.

G. Resources

1. [Meeting Schedule 2025-2026](#)
2. [Program Review Resources page](#)
3. [Membership 2025-2026](#)
4. [Program Review Training Schedule 2025-2026](#)
5. [Deliverables for 2025-2026](#)

H. Next Meeting

1. 12.5.25

Minutes submitted by: Olivia Pryor

Minutes approved: 12.5.25