



**Tuesday, August 16, 2022**  
**Oxnard College Program Review Committee (PRC)**

The Program Review Committee (PRC) supports and advances the college mission, vision, and values by recommending to the College Planning Council on all matters related to program review and program effectiveness. A "program," for the purposes of this committee, includes academic disciplines, Student Services, Business Services, and Administrative Services.

The PRC will implement the program review process in a manner that enhances the linkage of program planning with resource allocation, with an emphasis on the analysis of student learning and other measurable outcomes as appropriate to each program. All programs complete annual or multi-year program reviews. The PRC makes recommendations to the College Planning Council.

The PRC meets monthly during the academic year in accordance with the calendar established by the College Planning Council.

Contact Laurie Nelson-Nusser (Inusser@vcccd.edu) for Zoom link.

## 1. Welcome/Call to Order

---

<b>Subject</b>	<b>1.01 Roll Call of Committee Members: Faculty members: Jonas Crawford, Tamara Crudo, Cesar Flores, Marcia Fulkerson, Susan McDonald, Justin Miller, Juan Pitones, Charles Ramirez, Lilia Ruvalcaba, Mati Sanchez, Renee Scariano-Willers. Classified Members: Sofia Diamantopoulou, Ron Lacson, Ariane Perez, Berenice Rodriguez, Sergio Arana. ASG members: Alejandra Ortiz-Menchaca, Cristian Rosete. Management Members: Mike Alexander, Steve Hall, Isaac Rodriguez Lupercio</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	1. Welcome/Call to Order
Type	Accreditation Standard I.B., Accreditation Standard II.A., Procedural, Information, Discussion

### PRC COMMITTEE MEMBERS and CHAIRS

#### Chairs

Luis Gonzalez, Interim Vice President of Academic Affairs

Elissa Caruth, Academic Senate President

#### • Eleven Academic Senate representatives

1. Jonas Crawford
2. Tamara Crudo
3. Cesar Flores
4. Marcia Fulkerson
5. Susan McDonald
6. Justin Miller
7. Juan Pitones
8. Charles Ramirez
9. Lilia Ruvalcaba
10. Mati Sanchez
11. Renee Scariano-Willers

#### • Five Classified Senate representatives

1. Ron Lacson
2. Sofia Diamantopoulou
3. Ariane Perez
4. Berenice Rodriguez
5. Sergio Arana

#### • Two Associated Student Government representatives

1. Alejandra Ortiz-Menchaca
2. Cristian Rosete

#### • Three management representatives

1. Mike Alexander

2. Steve Hall
3. Isaac Rodriguez Lupercio

Members have the following responsibilities:

- Participate in mandatory orientation training.
- Read, evaluate, and comment upon program reviews.
- Present findings and analysis of the reviews in an objective, collegial manner.
- Oversee and ensure the effectiveness of the college's program review processes and serve as a resource to preparers of program review reports.
- Facilitate the continuous quality improvement of programs and make recommendations for the expansion, maintenance, or discontinuance of programs to CPC.
- Provide all programs with an opportunity to assess their programs and a forum in which to share the results of that assessment with the college.
- Create a broader understanding of programs at the college among a larger group of faculty members, classified staff, and students.
- Promote constructive dialogue to inform decision-making related to program effectiveness.

## **2. Agenda Changes/Additions/Adoption**

---

<b>Subject</b>	<b>2.01 Changes/Additions/Adoption</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	2. Agenda Changes/Additions/Adoption
Type	Procedural, Action

## **3. Public Comments**

---

<b>Subject</b>	<b>3.01 Public Comments</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	3. Public Comments
Type	Procedural

## **4. Review and Approval of the Program Review Committee Minutes of April 19, 2022**

---

<b>Subject</b>	<b>4.01 April 19, 2022 PRC Minutes</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	4. Review and Approval of the Program Review Committee Minutes of April 19, 2022
Type	Accreditation Standard I.B., Accreditation Standard II.A., Procedural, Action, Minutes

The PRC will review and provide approval of the minutes of April 19, 2022.

File Attachments

[04.19.22 Program Review Committee Meeting Minutes\\_DRAFT.pdf \(161 KB\)](#)

## **5. PRC PG Survey Results 2020-2021**

---

<b>Subject</b>	<b>5.01 Review Results of the 2021-2022 PRC Participatory Governance Survey</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	5. PRC PG Survey Results 2020-2021

Type Accreditation Standard I.B., Accreditation Standard II.A., Information, Discussion, Report  
 PRC End of Year Survey 2021-2022 attached.

File Attachments  
[PRC 2021-2022 Survey Results.pdf \(458 KB\)](#)

## **6. 2022-2023 Academic Year PRC Meeting Schedule and Due Dates**

**Subject** 6.01 Meeting Schedule and Due Dates for 2022-2023  
**Meeting** Aug 16, 2022 - Oxnard College Program Review Committee (PRC)  
**Category** 6. 2022-2023 Academic Year PRC Meeting Schedule and Due Dates  
**Type** Accreditation Standard I.B., Procedural, Information, Discussion

### **Deadline Schedule:**

- September 13: Optional Program Review eLumen Training
- September 20: Program Review Training
- October 3: Annuals Due
- October 18: Review Annuals
- November 1: Multi/Comprehensive Due
- November 15: Finalize Annuals and start review of Multi/Comprehensive
- November 29: Wrap-up reviews (additional meeting in November)
- December: No meeting
- January 17, 2023 Finish-up any missing reviews, prep for year end
- April 18, 2023 Prep Cycle (L. Nusser to send invitation)

### **Meeting Schedule for 2022-2023**

- September 20, 2022 Initial meeting and program review training
- October 18, 2022 Start reviewing Annuals
- November 15, 2022 Finalize Annuals and start review of Multi/Comprehensive
- November 29, 2022 Additional November meeting - Wrap-up reviews
- December 2022 No meeting
- January 17, 2023 Finish-up any missing reviews, prep for year-end
- April 18, 2023 Year-end processes and prep cycle

**Subject** 6.02 Action Item - Meetings to Remain Online or In-Person  
**Meeting** Aug 16, 2022 - Oxnard College Program Review Committee (PRC)  
**Category** 6. 2022-2023 Academic Year PRC Meeting Schedule and Due Dates  
**Type** Accreditation Standard I.B., Accreditation Standard II.A., Action

The Committee will vote whether to keep PRC meetings online (via Zoom) or hold in-person.

AB 361 (Rivas Bill) that permits Brown Act committees to meet remotely if two conditions are met, will remain in effect till January 1, 2024. The conditions that must be met for remote meetings to continue are:

- A. The legislative body has reconsidered the circumstances of the state of emergency.
- B. Any of the following circumstances exist:
  - i. The state of emergency continues to directly impact the ability of the members to meet safely in person; or

- ii. State or local officials continue to impose or recommend measures to promote social distancing.

<http://www.aqmd.gov/docs/default-source/Agendas/Governing-Board/2022/2022-may6-001.pdf?sfvrsn=6>

## 7. Team Assignments

---

<b>Subject</b>	<b>7.01 The PRC Chairs will assign members to teams for program review of all academic, Business Services, and Student Services areas.</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	7. Team Assignments
Type	Accreditation Standard I.B., Accreditation Standard II.A., Procedural, Action, Information, Discussion

The PRC Chairs will assign members to teams for program review of all academic, Business Services, and Student Services areas.

File Attachments  
[PRC\\_Teams\\_for\\_Review\\_2022-2023.docx \(26 KB\)](#)

## 8. Set PRC Goals for 2022-23

---

<b>Subject</b>	<b>8.01 The Committee will set goals for the new academic year.</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	8. Set PRC Goals for 2022-23
Type	Accreditation Standard I.B., Accreditation Standard II.A., Information, Discussion

The PRC will develop goals for the 2022-2023 academic year.

File Attachments  
[PRC Goals Annual Report 2021-2022 Cycle\\_CPC submission.pdf \(286 KB\)](#)  
[PRC Committee Goals 2022-23 DRAFT for 8.16.22 meeting.pdf \(93 KB\)](#)

## 9. For the Good of the Order

---

<b>Subject</b>	<b>9.01 Comments from Committee Members</b>
Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	9. For the Good of the Order
Type	

Members may make statements or offer observations about the character or work of the organization without having any particular item of business before the meeting. That is, under normal circumstances, members of a meeting are allowed to speak on business matters associated with an agenda such as a report of an officer or committee of the organization, or making a motion and speaking in favor or in opposition to a motion. Under the agenda heading Good of the Order, however, no particular business needs to be at hand in order for members to make statements relating to the organization.

## 10. Adjournment

---



**Agenda Item Details**

Meeting	Aug 16, 2022 - Oxnard College Program Review Committee (PRC)
Category	4. Review and Approval of the Program Review Committee Minutes of April 19, 2022
Subject	4.01 April 19, 2022 PRC Minutes
Type	Accreditation Standard I.B., Accreditation Standard II.A., Procedural, Action, Minutes

The PRC will review and provide approval of the minutes of April 19, 2022.

[04.19.22 Program Review Committee Meeting Minutes\\_DRAFT.pdf \(161 KB\)](#)

## **Oxnard College Program Review Committee (PRC) (Tuesday, April 19, 2022)**

*Generated by Laurie Nelson-Nusser on Monday, April 19, 2022*

### **1. Welcome/Call to Order**

Accreditation Standard I.B., Accreditation Standard II.A., Procedural, Information, Discussion:

#### **1.01 Roll Call of Committee Members**

In Attendance: Amy Edwards (Co-Chair), Art Sandford (Co-Chair), Carolyn Inouye, Chris Renbarger, Haida Jimenez-Martinez, Isaac Rodriguez Lupercio, Josh Lieser, Keller Magenau, Marcia Fulkerson, Mike Alexander, Oscar Cobian, Renee Scariano-Willers, Ron Lacson, Sergio Arana, Steve Hall, Susan McDonald, Tamara Crudo.

VP Sandford introduced Isaac Rodriguez Lupercio, new Interim Dean of Career Education.

### **2. Agenda Changes/Additions/Adoption**

Procedural, Action:

#### **2.01 Changes/Additions/Adoption**

T. Crudo motioned to adopt the PRC Agenda of April 19, 2022; J. Lieser seconded the motion and the agenda was adopted as presented.

### **3. Public Comments**

Procedural:

#### **3.01 Public Comments**

J. Lieser shared an Easter picture of his son on the front page of the Santa Barbara News-Press.

### **4. Review and Approval of the January 18, 2022, PRC Meeting Minutes**

Accreditation Standard I.B., Accreditation Standard II.A., Procedural, Action, Minutes:

#### **4.01 January 18, 2022 PRC Minutes**

T. Crudo motioned to approve the PRC Meeting Minutes of January 18, 2022, M. Fulkerson seconded the motion and the minutes were approved as presented.

### **5. Program Review Year-End Processes**

Accreditation Standard I.B., Accreditation Standard II.A., Information, Discussion, Report:

#### **5.01 Review 2019-2022 Program Review Rating Summary Document**

The Committee reviewed the Program Review Rating Summary document and A. Edwards suggested the members should share the results with their departments. She also reminded all that the programs with no resource requests were reviewed at the division level as this was a new practice for this program review cycle.

There were 77 programs reviewed with 30 excellent/exemplary, 30 good, 0 average, 0 considered for discontinuance, 8 reviewed at division level. VP Sandford asked that the

spreadsheet be sent to the deans for their department and division meetings and that the deans should add a third division meeting to discuss the reports.

### **5.02 Proposed Additions to Academic Program Review 4.4.22**

K. Magenau provided the highlights of the changes. There will be training videos provided for tips on using the templates and analyzing the data on enrollment trends, retention and success, success rates, curriculum and program success, and degrees and certificates awarded. Documents should be ready and available by September.

In writing the ISER, some of the gaps have been identified for program review. The templates are completed for academic programs. Business and Student Services templates are nearing completion.

### **5.03 PRC: IE Survey of Committee**

The link to the survey was provided within the agenda on BoardDocs and A. Edwards requested the members to complete the survey during the meeting.

### **5.04 Review and Assess Program Review Committee Goals**

A. Edwards reviewed the goals which were set at the beginning of the academic year. Most goals were met and some were rolled over from the previous cycle. The sixth goal needs to be addressed. This will be accomplished over the summer.

The goals document will go forward to CPC as a final step. VP Sandford revised the document during the meeting. (Post note: Goals were sent to CPC on April 25, 2022.)

## **6. New Business**

Accreditation Standard I.B., Accreditation Standard II.A., Information, Discussion:

### **6.01 Participatory Governance Manual Update - Committee Purpose and Responsibility Review**

A. Edwards explained the Participatory Governance Manual was revised for 2022-2025 and will not be reviewed again until 2025. PRC is located on page 22 and she reviewed the document, which includes the charge of the committee, members, responsibilities, and meeting schedule during the academic year.

Responsibilities were discussed in regard to who oversees the writing of the program reviews.

There was a suggestion to add a phrase: “serve as a resource to preparers of program reviews.”

A. Edwards will take this change to the Participatory Governance Manual Workgroup, for which she is a member.

### **6.02 Institutional Self-Evaluation Report (ISER) Assignments – Amy Edwards**

A. Edwards explained there is funding to assist in writing the ISER over the summer and indicated this is an optional assignment. There is a document where the members were assigned a section to review the Standards. VP Sandford explained the process of reviewing their assignment and asked the members to notify L. Nusser if they are interested in participating.

### **6.03 Discuss Changes and Dates for Next Cycle (Fall 2023)**

A. Edwards reviewed the cycle and shared the document during the meeting. VPAA area is missing. Notify L. Nusser or A. Edwards if errors are noticed.

## **6.04 Meeting Schedule Discussion**

### **Teams and Scheduling**

- Preparer names ready in May.
- August 16 – finalize and release documents on August 30 with preparers/reviewers. K. Magenau indicated that if there are changes after August 30 they must be sent all at one time. Master to be handed off by L. Nusser. Build process for changes before September.

### **Deadline Schedule:**

- September 20: Program Review Training
- October 3: Annuals Due
- October 18: Review Annuals
- November 1: Multi/Comprehensive Due
- November 15: Finalize Annuals and start review of Multi/Comprehensive
- November 29: Wrap-up reviews (additional meeting in November)
- December: No meeting
- January 17, 2023 Finish-up any missing reviews, prep for year end
- April 18, 2023 Prep Cycle (L. Nusser to send invitation)

### **Meeting Schedule for 2022-2023**

- September 20, 2022 Initial meeting and program review training
- October 18, 2022 Start reviewing Annuals
- November 15, 2022 Finalize Annuals and start review of Multi/Comprehensive
- November 29, 2022 Additional November meeting - Wrap-up reviews
- December 2022 No meeting
- January 17, 2023 Finish-up any missing reviews, prep for year-end
- April 18, 2023 Year-end processes and prep cycle

## **7. For the Good of the Order**

- The Fire Academy has events planned
- Family Festival on May 1
- OC Live tomorrow night in honor of Earth Day and A. Edwards thanked the Science Department
- ASL Day in May
- Annual Spring Planning Retreat on Friday
- Graduation May 19

## **8. Adjournment**

The meeting adjourned at 3:31 p.m.