

Santa Monica College Program Review Committee

Meeting Minutes

June 4, 2024

1 p.m. – 3 p.m.

SSC 396

Committee Members Present: Stephanie Amerian, Hannah Lawler (Zoom), Jing Liu, Mitch Heskell (Zoom), Guido Davis Del Piccolo, Brian Driscoll, Marisol Moreno, Sasha King, Tyffany Dowd, Tiffany Inabu

I. Call to Order 1:06PM

II. Announcements

None

III. Approval of Minutes from May 7 2024

Motioned: Tiffany Inabu, Second: Jing Liu

Approved unanimously

I. Discussion

- a. Review draft of Cycle 1 DPAC Report
 - a. How to distribute feedback (formerly executive summary)? Who reads feedback summaries?
 - a) Mini Teams, Chair, Vice Chair
 - b) Cycle 2: Meeting with Mini Team, Chair, Vice Chair
 - b. Writing Retreat over the summer?
 - c. Endorsement from department?
 - d. Guidelines for academic departments on
 - a) How to get buy in, how to approach program review
 - b) Include guiding questions for department chairs as they have this conversation
 - c) How to use your Mini Team (i.e. invite Mini Team to department meetings)

II. Action

a. Approve draft of Cycle 1 DPAC Report

1. Motion to approve content of draft with Mitch to make final touches and send to DPAC
 - i. Motion: Brian Driscoll, Second: Guido Davis Del Piccolo
 - ii. Ayes: Marisol Moreno, Tyffany Dowd, Brian Driscoll, Guido Davis Del Piccolo, Jing Liu, Tiffany Inabu **Approved unanimously**

IV. Adjournment: 2:52PM

Motion: Tiffany Inabu, Second: Tyffany Dowd