

Santa Monica College

Program Review Committee

Meeting Minutes

Date: April 1, 2025

Time: 1:00 – 3:00 p.m.

Location: SSC 396

I. Call to Order

Time: 1:15 p.m.

II. Attendance

Present: Stephanie Amerian, Marisol Moreno, Sasha King, Guido Davis Del Piccolo, Amber Urrutia, Jing Liu, Cathi Miller, Nick Fox

Absent: Mitch Heskell, Hannah Lawler, Tyffany Dowd

III. Public Comments

None

IV. Approval of Minutes from March 4, 2025

Motion to Approve: Guido

Seconded By: Nick

Motion Passed

V. Announcements

Ongoing efforts to recruit a faculty member to fill an open committee position.

Stephanie invited suggestions for potential candidates.

VI. Discussion

a. Updates on Cycle 2 Final CPR Drafts and Department Communication

- Equity, Pathways, and Inclusion: May be moved to Cycle 3 if the report is not submitted by the end of summer. (Stephanie)
- Psychology: Completed and submitted.
- Distance Education: Not yet complete.
- Early Childhood Education: Not yet complete.

- KCRW: Completed.
- Student Instructional Support: Completed.
- Institutional Communication & Government Relations: Not complete. The committee discussed differentiating its sub-areas by function.
- History: In progress, expected within the next few days.
- Student Life: Completed.

Suggestion (Guido): Consider having departments present a 10-minute summary of their reports in the future. The committee discussed ways to improve timeliness and the possibility of departments drafting their own executive summaries.

b. Feedback Section to Be Forwarded to Professional Development Committee (PDC) and EpiCenter

Stephanie offered to extract relevant sections from each report and compile them into a single document to be shared with PDC and EpiCenter as part of a regular process.

c. Cycle 3 – Upcoming 102 Session

Focus will be on the People & Culture section.

Presenters: Marysol and Tyffany

d. Executive Summaries Process

The template developed by Hannah will continue to be used.

The May meeting will include a review and approval of the executive summaries.

Stephanie will conduct a meta-analysis to be presented at the first meeting in Fall.

Additional discussion included the idea of having departments create their own executive summaries, potentially supported by a rubric or guidelines.

e. Planning for Cycle 2 Celebration

Planning is on hold until Mitch is available.

Stephanie will confirm the date of May 6.

VII. Adjournment

Time: 2:40 p.m.