

## Minutes– PRC

Join Zoom Meeting <https://shastacollege-edu.zoom.us/j/99954533321>

**February 9, 2021 1:00-2:30pm**

1. Call to order at 1:19 PM.

X	Stacey Bartlett	X	Rob McCandless
	Chuck Spotts	X	Crystal Hilton
X	Nancy Skaggs	X	Ioanna Iatridis

Guests:

X	Johanna Anderson
X	Chad Buell
X	Jennifer Fox
X	Courtney Vigna

**PRC Spring meeting dates:**

**02.09.2021**

**02.16.2021**

**03.02.2021**

**03.16.2021**

**03.30.2021**

**04.13.2021**

**04.27.2021**

**05.11.2021**

2. Approval of the agenda.  
Crystal moved to approve the minutes, Nancy seconded, and the motion carried.
3. Introduction of guests  
Today, as usual, Chad Buell joined the meetings, as did Jennifer Fox. They are both from Institutional Research. Johanna was also in attendance, as was Courtney Vigna from the VPI's office.
4. Review/Approve November 17, 2020 DRAFT minutes.  
Crystal moved to approve the minutes, Ioanna seconded. It was noted that there is no time listed when the meeting adjourned. Crystal motioned to table the minutes, Ioanna seconded, and the motion carried. The 11.17.20 minutes will be reviewed at the next meeting.
5. Discussion/action items:  
March 15 is new due date for Program Reviews. March 15 is when program reviews are due AND area plans. Please take a look at the dates below and by Friday of this week let Stacey know if you're available.
  - a.
    - i. Tentative dates for training:
      - 1. Friday 02.19 9:00-10:30 am – *Crystal can do this session.***  
**Wednesday 02.24 10:30-12 & 3:30-5:00 – *Crystal can do the AM session and Nancy can do the PM session with Stacey.***

2. Friday 02.26 2:00-3:30.
3. Tuesday 03.02 11-12:30 - **Crystal can do this session.**
4. Monday 03.08 1-2:30  
**Chad is available for any of these. Stacey will send out a reminder and Jennifer and the other committee members will get back to her.**

- b. Should we revise the existing CANVAS training located on web?

<https://shastacollege.instructure.com/courses/6440>

It might be impossible to have it revised before the first training session, which is Friday, Feb. 19<sup>th</sup>. Will continue to use what is available now, as it is aligned with the website. Stacey will try to get permission to make revisions.

- c. Or, just update the PPT training from 2019?  
 Let's stick with it for now because "it's a thing of beauty."
  - d. Can we train PRC members to be template/tableau coaches in the short term to help department level or a training date?  
 Crystal said that she didn't mind coaching, but she's not confident. Stacey showed the template, how to retrieve data, etc. She would like an emphasis placed on PLO's and noted that there is space for not just quantitative, but qualitative data as well, too. Program data analysis. Hand-in-glove with Tableau data.
  - e. Prizes and fun (Crystal, mentioned this back in the 2020 year).  
 Crystal mentioned that for the CMST rookie tournament they were able to obtain SC swag that was supported by Foundation. **Stacey will reach out to Mike Mari for swag. She asks that the committee members think about categories we might create that would provide opportunities to win a prize.**
6. Subcommittee for Bylaws/BP/AP:  
 We need to review and update and update the bylaws but we need to hold off until a new committee structure and mission becomes clear. Making such changes is a long process because it has to be approved but Academic Senate, College Council, Instructional Council, and the board. As we don't yet know what those changes will look like, or how to make those changes, we'll work within the existing bylaws, board policies, etc. We need to look at program discontinuance and develop a truncated discontinuance plan. **Stacey asked that the committee members come back with bullet point ideas about how our committee can work, be effective, and be empathetic to the student experience.**  
**SB asked Johanna to move some information on the website so it's more visible. The two links below "Operational Material" will be moved to the menu option on the left-hand side of the page.**
7. SB meeting with Leading from the Middle (LFM) next week to continue gathering ideas for PRC improvement.  
 Jennifer provided some insight to the LFM group.
  8. Subcommittee on Survey to Faculty: [DRAFT PRC survey](#)

This was started last year in October. Stacey has the preamble done, AB language, why the survey important, etc. Stacey shared the survey and would like Jennifer Fox's input on formatting (branched questions, etc). **Chad will work with Stacey on the survey.**

9. Parking lot:

**Once Stacey gets the PPT refreshed and updated, and the canvas link cleaned up, she will SB will let the committee know.**

The meeting was adjourned at 1:59 PM.