

SAN DIEGO MESA COLLEGE

Program Review Steering Committee

First Friday of the Month | [Zoom Link](#) | 12:00 p.m. to 1:30 p.m.

[Mesa Program Review Website](#)

Membership:

Co-Chairs:	Hai Hoang (IE); Jacqueline Collins (Admin); Bruce Naschak (Inst.); <i>Vacant (SS)</i>
Administration:	Hai Hoang (IE); Jaqueline Collins (Admin); Dina Miyoshi (Inst.); Leticia Diaz (SS)
Faculty:	Rachel Russell (CTE); Mark Abajian (B&T); Bruce Naschak (HUM); Yuka Brown (A&L); Jake Portugal (ES); Katie Palacios (LRAS); Dina Miyoshi (S&B); Jennifer Snyder (M&NS); <i>Vacant (HS &PS)</i> ; <i>Vacant (SA)</i> ; <i>Vacant (SD)</i> ; <i>Vacant (SSE)</i>
Classified Professionals:	Ayana Woods (CS); Nicole Judd (SS); <i>Vacant (Inst.)</i> ; <i>Vacant (Admin)</i>
Constituency Group:	Jeremiah Tarvin (AS); Mary Gwin (AS); Ayana Woods (CS)
Committee Representatives	Michael Cox (CRC); Isabel O'Connor/Mary Gwin (FHP); Larry Maxey/Flordaliza Abuyo (CHP); Jaqueline Collins (BARC); Alex Berry (SWC); Liza Rabinovich (COA)
Admin Support	Brenna Bonikowske (IE)

Table of Contents:

[Meeting Agenda & Minutes – May 1, 2026](#)

[Meeting Agenda & Minutes – April 10, 2026](#)

[Meeting Agenda & Minutes – March 6, 2026](#)

[Meeting Agenda & Minutes – February 6, 2026](#)

[Meeting Agenda & Minutes – December 5, 2025](#)

[Meeting Agenda & Minutes – November 7, 2025](#)

[Meeting Agenda & Minutes – October 3, 2025](#)

[Meeting Agenda & Minutes – September 5, 2025](#)

Quick Links: [Meeting Schedule](#) | [Program Review Training Schedule](#) | [Deliverables 2025-2026](#)

Minutes and Discussion

Attendees:

Hai Hoang, Liza Rabinovich, Mary Gwin, Jennifer Snyder, Jacqueline Collins, Isabel O'Connor, Bruce Naschak, Mark Abajian, Michael Cox, Dina Miyoshi, Ayana Woods, Larry Maxey, Jeremiah Tarvin, Leticia Diaz

1. Call to Order

- a. This meeting was called to order by Hai at 12:05pm

2. Approval of [April 10th 2026 Minutes](#) (Page 5)

- a. Motioned: Isabel O'Connor - Seconded: Mark Abajian
- b. Abstained: Bruce Naschak
- c. Outcome: Minutes Approved

3. Communication Loop

- a. Update from committee members: N/A
- b. Update from Co-Chairs
 - 1. Roadmap 2; PCAB Retreat

Hai: Roadmap 2 (2026–2030) is the college's 5-year plan under PCAB review. It keeps the same structure and key goals, with a stronger focus on equity for adult learners, Latinx, and Black students. It also aims to improve alignment across all levels and create a feedback loop to support continuous improvement.

- i. Bruce: At which level does program review occur, and how is that information communicated back up to inform higher-level roadmap planning?
 - a. Hai: Program review would drive alignment across all levels, with departments informing managers, VPs, and leadership. This upward flow of insights would shape future goals, creating a continuous planning cycle.
 - ii. Hai: PCAB retreat will be Tuesday May 5th at 2:15 in MC 211, everyone is welcome to join.
- c. Update from resources committees
 - 1. BARC – Jacqueline: Working on updating the rubric to clarify eligibility and reduce unnecessary applications. We're developing a screening process to quickly identify requests that don't meet criteria and redirect

them elsewhere. Changes are in progress and are expected to be finalized soon.

- i. Mary: How might BARC be restructured, and how would those changes connect to program review?
 - a. Jacqueline: BARC is working to clarify its role and increase involvement in budget development, including creating a draft process and expanding input on fiscal policies. While it currently operates within program review, there are discussions about restructuring its role and possibly moving it outside that cycle.
- ii. Liza: Are there plans for BARC to update the prompts as well as the rubrics?
 - a. Hai: There may be a need to rethink prompts, and resource requests, with input from the Research Committee.

Prompt/Rubric Changes Discussion:

- iii. Dina: Is it the goal to have all these changes ready by fall?
 - a. Hai: No, next year will be our planning year.
 - b. Bruce: The understanding is that next year will be a report year, not a comprehensive program review, due to ongoing changes. New prompts and updates would be developed during that time and implemented the following year, while current prompts remain in use for now.
 - c. Liza: I suggest we hold off on making small changes and keep this as another update year, since even minor edits create significant backend work. Instead, I recommend implementing all changes together next year.
- iv. Hai: Are there any essential changes needed this year, or can they wait until next year?
 - a. Bruce: I don't have any concerns about waiting to make changes.
 - b. Mary, Michael and Isabel have no concerns if Accreditation is not affected.
 - 1. Hai: No issues anticipated, since program review will continue as usual.

- v. Dina: If there are changes to BARC, CHP, or FHP, will they happen immediately, or will there be a transition period?
 - a. Jacqueline: The goal is to provide more support so staff submit eligible BARC requests and avoid requests that should be covered by supply budgets.
 - vi. Liza: The proposal is to keep the current process next year and use the fall and spring to collaborate with resource committees on improving prompts, rubrics, and data-driven questions tailored to each committee.
 - vii. Dina: Make sure that Joel is included early in backend change discussions due to system integration and interfacing considerations.
- 2. CHP
 - 3. FHP
 - i. Mary: What is the process for making changes – does it go through Program Review?
 - a. Liza: Resource committees propose changes to prompts or rubrics and bring them to this committee as an informational item for discussion on how they fit into the larger process.
 - ii. Mary: We requested excluding data tables from word counts, identifying funding sources, adjusting rubric weighting, and automatically funding accreditation-required requests instead of ranking them. We can set up a meeting to see what we can do.

4. Continuing Business

- a. PR Prompts and Process for Future

Hai: Are there any final concerns about next year's regular program review cycle?

Bruce: The proposed formats for instruction, administrative, and student services will be tabled for further development next year, which is why next year will only include an update cycle.

- b. [Timeline](#); Kickoff Event

Hai: The timeline is based on last year's schedule with updated dates. One proposed change is allowing student services and administrative services to begin program review earlier in the summer instead of waiting for the official kickoff.

Liza: The proposed timeline would allow earlier program review work during Flex Week, adjust deadlines around holidays, and extend feedback and final edit periods before resource committee review.

- i. Bruce: I believe those dates would work for faculty.
- ii. Liza: Would this timeline impact FHP, CHP, or BARC?
 - a. Jacqueline: No impact to BARC; Mary: No impact to FHP; Larry: No impact to CHP
- iii. Liza: Would another start date work better than July 1 for Student Services?
 - a. Larry: July 1st will work.
 - b. Liza: There was discussion about holding an earlier, separate kickoff for Student Services before September 11.
- iv. Hai: Kickoff- Friday September 11th 11am to 1 pm?
 - a. Liza: The kickoff typically includes a brief overview from resource committees, updates on changes, the semester training schedule, and is usually held in a HyFlex format.

5. New Business

- a. [Program Review Feedback Survey](#)
 - 1. Hai: The survey feedback highlighted strengths in training and support, while identifying concerns about process complexity, timelines, platform usability, transparency, and unfunded requests.
 - i. Leticia: At the Pathways to Equity conference, participants discussed adding an optional program review question to capture progress related to the Student Equity Plan and MESA 2030 goals.
 - ii. Isabel: Maybe we can review campus-wide program review trends annually to identify common needs and strengths that could inform planning and professional development.
- b. Meeting Time and Frequency
 - 1. Hai: First Friday of the month from 12-1:30pm. Possible more meetings or offline work next year.

6. Announcement / Adjournment

- a. Next meeting Friday September 4th, 2026

7. Minutes Submitted By: Brenna Bonikowske

8. Approved on: 9/4/2026

- a. Motioned: Mary Gwin Seconded: Bruce Naschak
- b. Abstained: Ayana Woods
- c. Outcome: Minutes are Approved