



Program Research and Recommendation MINUTES September 16, 2025

Members Present

Erik Shearer, Co-Chairperson
Jess Vickery, Co-Chairperson

Hesam Abedini, Music

John Dahlgren, Drafting

Donna Davis, Curriculum Committee Chair

Teresa Doyle, Dean

Jessica Jackson, Articulation Officer

Colin Ferguson, Physical Science

Irma Gonzalez Cuadros, Academic Senate V.P.

Brian Murphy, Director, Institutional Research

Bobby Walden, Counselor

Members Absent

Guests Present

Ryan Heimlich, Music

Carrie Monlux, Dean

Carrie Robertson, Child Development

Dr. Robert White, Dean

AGENDA

1. Agenda Adoption

Request for unanimous consent to approve agenda; Acclamation

2. Minutes Approval

A. May 13, 2024

Motion to approve; M/S/P

3. General Announcements

Program Research and Recommendation members are invited to make announcements to the committee

- None

4. Public Comments

Members of the public are invited to comment on items that are not on the agenda

- None

5. Information Item(s)

A. Curriculum Committee Report

1. Future Meeting Dates

- September 23, 2024
- October 7, 2024

Donna Davis represented the Curriculum Committee

- The first Curriculum Committee meeting was cancelled due to a scheduling conflict with the Vice President of Student Services hiring forums
- The committee is preparing for Common Course Numbering Phase 1 templates due to Chancellor's Office by December 2, 2024

B. ECE Noncredit Certificate – Irma Gonzalez Cuadros

Irma Gonzalez Cuadros represented ECE Noncredit Certificate

- The committee confirmed new programs should be approved by PRR first, before creating any new courses

6. Action Item(s)

A. Program Vitality and Discontinuance Analysis

1. PAT Recommendation Report – Drama (Theatre Arts)

Teresa Doyle and Ryan Heimlich represented Drama PAT

- The department indicated that the outcome of the PAT recommendation is revitalization; enrollments declined due to the Camp Fire and COVID pandemic
- Main reasons for revitalization:
 - Bridge between K-12 and 4-year institution transfers
 - Community labor source
 - Improve AA-T to create a viable pathway for students to complete the degree
- Proposed revitalization strategy:
 - Hire one full-time faculty, one Theatre Lab Tech, and revamp job description to include these new positions
 - Recruitment and enhanced community engagement
 - Modify and create new courses using activity unit, revamp the SLOs and PLOs to assess outcomes, and align program with TMC/C-ID
 - Provide a two-year scheduling map indicating what terms courses will be offered with the goal of a production at the conclusion
 - Program outreach will include local high schools and CSUC
- The committee reviewed the data and analysis provided and had several questions/comments:
 - What are the projections of how many associated faculty are needed?
 - The department changed the program so one full-time faculty is able to teach all the courses
 - What is the theatre program outreach?
 - It was mentioned performing arts center are endeavors for capitol exchange to support a growing program, and the Foundation should be involved sooner rather than later
 - The committee recommended to add the optional program courses later as the program grows, and to use a multi-year implementation
 - Is the facility sufficient and what is the overarching goal?
 - The Blackbox theater is sufficient for productions and the main goal is for students to transfer
- There were several questions about program costs and facilities needed
- It was confirmed that the main purpose of PRR is to determine if the program is feasible
- This falls under Workflow 3, and a recommendation is needed for forwarding to Academic Senate and Chief Instructional Officer (CIO)

Motion to recommend and approve the report as provided by the PAT, and to continue with program revitalization; M/S/P

7. Discussion Item(s)

A. Honors Program – Dr. Robert White

- Certificate of Achievement (CA) in Honors program course scheduling details:
 - Five Honors courses were offered in Fall 2023 to gauge the interest and possibility of students of completing the CA in Honors

- All the courses were cancelled due to low enrollment except for ART 2H, and the students in this course were not enrolled in the Honors program
- Only one student has ever selected the CA in Honors program, and this student never started the program
- After two years of viability, it is mathematically impossible for students to achieve this degree
- There were several committee questions/comments:
 - Does the Honors program have an application process?
 - No, this process was removed
 - Should these courses have been offered in Fall 2022, and with more marketing?
 - Were any of these courses offered as cross listed courses?
 - A MOU was approved to pay faculty for cross listing honors courses to incentivize course offerings
 - How many community colleges offer Honors programs?
 - 90+ community colleges have Honors courses and 8-9 of them have Honors certificates; most colleges have Honors club and not programs
- The committee discussed student options and the possibility of creating an Honors Club connected to Phi Theta Kappa
- This request follows Workflow 3 - consider forming a PAT, determines if there is sufficient information to recommend discontinuance or table if necessary
- Several committee members were in favor of discontinuance because the current program is not viable for students

Motion to table; M (motion fails)

Motion to recommend discontinuance of the Certificate of Achievement in Honors; M/S/P (9 Ayes; 1 Abstention)

B. AP 4021 – Program Research and Recommendation

1. Annual Committee Review

Erik Shearer and Jess Vickery represented AP 4021

- On a yearly basis every committee should review the bylaws that govern the work of the committee
- Next meeting the committee will review proposed PRR Charter and bylaws
- PRR makes sure programs are evaluated and makes recommendations for new and revitalized programs using a DEIA² lens including: program reviews, distant education plans, strategic plans, enrollment data, student outcomes, etc.
- An AP 4021 workflow summary was presented to the committee

Motion to consider the following for amendments to AP 4021; M/S/P

- Change Workflow 3, item 3i title to “*Recommendation to Continue without Qualifications*” (page 8)
- Move the last paragraph of Workflow 3, item 3ii (*Program interventions requiring ongoing or one-time allocation of new institutional resources will be included on the appropriate department unit plan. In the case of recommendation for new full-time faculty, those request will be submitted as part of the annual faculty prioritization process and noted as recommendations from PRR.*) to Workflow 3, item 3 as the last paragraph (page 9 to page 8)
- Change Workflow 3, item 3i second sentence to: “The conclusions resulting in this recommendation will be documented in writing “*for informational purposes*”, forwarded to the Academic Senate by the Senate President and forwarded to the President’s Leadership Term by the CIO. No further action from the PRR committee is required (page 8).”

C. Future Meeting Dates

- October 14, 2024
- November 25, 2024
- December 9, 2024

8. **Adjournment**

Motion to adjourn; M/S/P