

Program Review Committee
Tuesday, March 4, 2014
4:00 p.m. – 5:30 p.m. in Library 149
Agenda

1. **Connection – A Focus on Student Success:**
 - a. “What did I do to help a student succeed since we last met?”
2. **Review and Approval of 2/18/14 Meeting Minutes**
3. **Designation of Note Taker**
 - a. 2.4.14 – Kim Nickell and 2.18.14 – Kristin Rabe
4. **Annual Update—Updates and Follow-ups**
 - a. Suggestions of language for AU and handbook—Mike (Completed)
 - b. Revised ‘Goals’ section to align with strategic goals, and in tabular format – Jennifer (discuss)
 - c. 2014-15 Timeline for AU (process and training) —Kate (In progress)
 - d. ISIT Committee review - Kristin (In progress)
 - e. Curriculum Committee: PRC to review recommended verbiage (handout)
 - f. Integration of Certificates into AU Form - Greg
 - a. Certificates of Achievement: adding component to Annual Update form (include discussion of interrelationship of program Job Skills Certificates (JSA), Certificates of Achievement (CA), and degrees (AA and AS degree duplications, and ADT degrees).
 - i. How do they fit together?
 - ii. How do they meet student needs?
 - iii. Include in each section of AU form (e.g. data discussions) or have separate questions?
 - iv. Are all the certificate and degree programs still vibrant?
 - v. Do they duplicate offerings? If so, why?
5. **Handbook Updates** (Anna, Kim, Lynn, Kristin, Mike for Data Component)
 - a. Review and discuss draft
 - b. Matrix of campus goals and how we address them in the goals section of the AU
 - c. Integration with training
6. **Master List of Programs** (Kate, Greg, Manny)
7. **Program Review Training**
 - a. Timeline
8. **Upcoming Dates and Deadlines**
 - a. Friday, March 7 Pilot 3-Year Comprehensive Review Forms due
 - b. Tuesday, March 18 Next PRC Meeting
9. **Track the connection between the Annual Updates and resource allocations**—see Mid-Year Closing the Loop report: <https://committees.kccd.edu/bc/committee/collegecouncil>
10. **Roll out 'Phase 2':**
 - a. Liberal Arts—Kate to follow up on concerns
 - b. Liberal Studies—will become the Child Development ADT
11. **Phase 3:** General Education, 2015-16 (may not be needed after we tackle Liberal Arts and Liberal Studies)

Next meeting: March 18, 2014

Tentative Agenda Items

- 1. 3-Year Comprehensive Review – Discussion of Pilot Group Findings**
 - a. Discuss observations and suggestions for improvement
 - b. Feedback due to programs by March 25, 2014

- 2. Establish 3-year cycle for Comprehensive Program Reviews:**
 - a. Develop a 3-year cycle (new ADT programs to be evaluated in Fall 2015)

- 3. Phase 3: General Education, 2015-16 (may not be needed after we tackle Liberal Arts and Liberal Studies)**