**Program Review Committee**

**Tuesday, December 3, 2013**

**3:30 p.m. – 5:00 p.m. in Library 149**

**Agenda**

1. **Review and approve minutes/meeting notes—**November 19, 2013, Meg Stidham, note taker

*\*Today’s note taker: Kristin (Kim will do the February meeting ☺)*

1. **CurricUNET program titles**—Bonnie Suderman and John Carpenter, Assessment Committee co-chairs.

**Bonnie wants input from PRC**. Need a way to define an area that would encompass the following areas: Counseling, Library, ESL, ACDV. Suggestions were: Non-Degree Instructional Programs, Future Adult Ed, GEN Ed,

**Decision was made to go with Non-Degree Programs** as the official title of the area in Curricunet where these areas would be located.

**Lynn brought up that the eventual adult school programs could be also put in this space in curricunet**.

**Kathy asked** – how do other colleges label these programs?

1. **Assessment extraction piece**—Kim and Kristin – Bonnie thanked the PRC and us for putting this together for her to easily use. Kristin asked if PRC (Handbook committee) could have her assistance in putting the training piece together for the assessment areas in the new handbook. Bonnie agreed and is more than willing to help the subcommittee.
2. **Update on PRC Presentation to College Council, December 6—**Manny

College Council agenda <https://committees.kccd.edu/bc/committee/collegecouncil>

PROGRAM REVIEW AND CLOSING THE LOOP—60 min (approximately 9:30-10:30)

Invited guests: FCDC, Co-chairs, President’s Cabinet, PRC

Program Review presentation—Mourtzanos, Pluta

Resource Allocation:

- Personnel—Gomez-Heitzeberg (Anna mentioned that the decisions were made and will share results with the committee)

- ISIT—Coston, Strobel

- Facilities—Coggins

1. **Review 3-year Comprehensive Program Review forms and revise as needed based on Annual Update process**—Kate (view and print forms:

<https://committees.kccd.edu/bc/committee/programreview>--available in PDF and Word format) Reviewed and made changes to the form. We’ve decided as a committee that we would modify the technology assessment piece in the 3-Year assessment and look at the results. We would then use those results to make any modifications to the Annual Update.

1. **Develop a calendar to pilot the Three-Year Comprehensive Program Review in the spring**— (due dates/feedback/evaluation/presentation to College Council—last meeting date May 2). The three-year Comprehensive document will be due on March 7th. Those participating in the 3-year pilot of the new form will have the document ready to work with in early January. Committee will give feedback by March 25th to the areas. Evaluation with the feedback will be conducted before the April 1st PRC meeting so that we can discuss what will be in the May 2nd report to College Council and the President about this pilot program. April 29th the revised forms will need to be available and training for those conducting both the 3-year and the Annual updates for next year. We will also need to create the handbook and have it ready to go by the April 29th deadline.
2. **Identify Programs for 3-Year Review Pilot:**
   1. CTE: Vocational Nursing (Jennifer Johnson)
   2. ADMIN: Technology Support Services, Info and Media Services (Kristin Rabe)
   3. STUDENT SERVICES: Counseling (Sue Granger-Dickson)
   4. INSTRUCTIONAL: Sign Language (Tom Moran)
3. **Plan agendas and prioritize items for spring meetings:**
   1. February 4 & 18
   2. March 4 & 18
   3. April 1 & 29
4. **PRC task forces--updates**
   1. Handbook: Anna, Kim, Lynn, Kristin (Mike for the Data Component)

Handbook needs a matrix of campus goals and how we address them in the goals section of the AU.

* 1. Comprehensive list of programs: Work group to meet with Nan, December 11, 11:00-11:30

Kate, Greg, Manny, Kathy R., John Carpenter

1. **Discuss spring 2014 meeting times—**Greg Chamberlain -- Committee will vote on moving the meeting to 4-5:30 in Library 149 this will better accommodate the various schedules – although might not work for everyone. The vote will be open until December 11th.
2. **Identify and Prioritize Future Projects**

* Establish 3-year cycle
* Roll out 'Phase 2' (including Certificates of Achievement; Liberal Arts, Studies; and Gen Ed) \*Pilot a Comprehensive/Integrated Program Review
* Track the connection between the Annual Updates and resource allocations.
* Develop a master list of programs.
* Compile a handbook.
* Provide additional training.
* Provide more training for new administrators and department chairs.
* Begin the Annual Update cycle in the spring.

February 4th Meeting

Certificates of Achievement vs. Degree, vs. Courses that are part of another degree area but required are all what Michael will look at. Accounting was chosen as a pilot for Michael Carley to go and look at the data and offer up the pros/cons as a test. Greg mentioned the John Collins theory of needing a Strawman to look at … we need to see the Strawman before we move forward with the full implementation. Fits with the initiative to define a program. However, as a committee, this is how we use data, metrics to determine a program. Subject data currently – not necessarily reflective so how do we use data to define what a program is?

Mike will pull the data together by February 4th to share with the committee.

Handbook committee (Anna, Kristin, Kim, Lynn and (Mike for the data) will need to form a rough draft of the handbook outline and send it to the committee. Kristin will create a separate folder for the work on the handbook in the PRC sharepoint.

Set up cycle for next year – will the Certificates/CTE be in the spring for review and all others in the FALL?

Calendar for next year meetings/due dates

Provide examples of good program reviews like we’ve done in the past.

Meeting was adjourned after a productive and lengthy discussion that moved… at 5:05pm.

Happy Holidays ☺

**Next meeting: February 4, 2014**