**Program Review Committee**

**Tuesday, November 5, 2013**

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

**Meeting Notes**

1. **Review and approve minutes/meeting notes—**October 22, 2013, Anna Agenjo, note taker

*\*Today’s note taker: Kristin Rabe*

1. **Update on Action Items:**
   1. Review of remaining Annual Updates
   2. Development and administration of AU Survey – *Mike C. will not be at the meeting today, but will be conducting the survey on Thursday or Friday 11/7-11/8. He had a discussion with Manny.*
   3. Distribution of Checklists to Departments – *Pat Davis from Manny’s office will be getting those back to the respective areas. Action Item: Kristin will follow up with Pat and determine status. Talked with Pat on 11/6 – Most, if not all, will be sent out by 5pm today.*
   4. Dissemination of ISIT, Personnel Requests, and M&O forms *– Kristin – This is in process both in the ISIT committee, Facilities Committee and FCDC for discussions. Spreadsheets have been created for both ISIT and Facilities and links provided for the classified and faculty requests on the KCCD Committees webpage.*
2. **PRC Report to President, College Council and Senate**
   1. Due November 22
   2. Review last year’s report – Distributed to the committee
   3. Discuss elements for inclusion (and division of labor): *Kate will formulate a basic synopsis from meeting notes and outlines. Will cut and paste and send this to the committee for approval before finalizing.*
      1. Overview of 2013 Program Review process (assessment of effectiveness; recommendations for improvement)
         1. Updating forms (possibly to include name of primary author, as well as Strategic Goals on AU form)
         2. Revising timeline
         3. Professional Development
         4. Improved Communication
      2. 2013 Program Review Themes, Data Trends and Issues *(Synthesis of Common Issues)*
         1. Aging infrastructure
         2. Student demographics (increase in enrollment; increase in Hispanic students served; decreased enrollment among African American students)
         3. Lack of understanding of how to use/incorporate data into AU ...are they getting the most helpful data?
         4. Facility disparity for technology
         5. Classroom utilization (lack of available classrooms) \*Section for Best Practice by Instructional, Student Services and Admin Units (3 different files)
      3. Results from Program Review Survey *– Mike C will put together a spreadsheet of results*
      4. List of Model Programs
      5. Update on Progress toward Committee’s Goals
      6. Appendix: Best Practice Forms (listed by Instructional, Student Services, and Admin units) *– would like these in tab form on the PRC Committees website for easier reference. Kristin will send an e-mail to Shannon and separate them by Instructional, Admin, Student Service in title.*
3. **Identify Programs for 3-Year Review Pilot:** *Kate will talk to Manny about only having 3 …* 
   1. Vocational Nursing (CTE-Jennifer Johnson)
   2. Technology Support Services, Info and Media Services (Admin - Kristin Rabe)
   3. Sign Language (Instructional - Tom Moran)
   4. Counseling (Student Services-Sue Granger-Dickson)  *Student Services is now to be known as “Student Affairs” per VP Zav Dadabhoy*
   5. Communication (Instructional - A. Todd Jones)
   6. Art (Instructional-David Koeth)
4. **Formation of PRC task forces**
   1. Handbook *(Task force: Anna, Kim, Lynn, Kristin) Mike for the Data Component*

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

* 1. Comprehensive list of programs *(Kate, Greg, Manny, Kathy R.) to sit down with Nan G-H to determine the master list of programs. Also need to determine certificates of achievement (18 units – not 12). We are not focusing on the certificates of achievement during this cycle but we will at some point. Need to determine when.*

1. **Identify and Prioritize Future Projects**

**Assessment Piece data extraction from the AU – Kim and Kristin to work on this piece.**

**Greg Chamberlain suggested that a communication go out from the PRC Co-Chairs & Committee at the end of the semester saying what the status of the process is – along the lines of “” Remember that Annual Update”… here is what has happened with that ISIT request, Faculty request, Classified Request… etc.””.**

**Future Agenda Items:**

* Review survey results
* Review 3-year form
* Establish 3-year cycle
* Roll out 'Phase 2' (including Certificates of Achievement; Liberal Arts, Studies; and Gen Ed) \*Pilot a Comprehensive/Integrated Program Review

**Upcoming Events:**

November 19 PRC meetings

November 22 PRC submits Summary to President and College Council for feedback

December 3 PRC meeting

December 3 --- > *Invite Dr. Bonnie Suderman and John Carpenter to talk about the Assessment Pieces needed from the Program Review. Kim and Kristin to complete the assessment extraction piece by November 25.*

December 6 PRC presents Summary to President and College Council

**Next meeting: November 19, 2013**