**Program Review Committee**

**Monday, March 24, 2014**

**3:00 p.m. – 4:30 p.m. in Library 149**

**Agenda**

Present: Manny Mourtzanos, Kim Nickel, Anna Agenjo, Meg Stidham, John Carpenter, Jennifer Johnson, Lynn Krausse, Michael Carley

1. **Connection – A Focus on Student Success:**
   1. “What did I do to help a student succeed since we last met?”

Two committee members shared recent experiences.

1. **Review and Approval of 3/18/14 Meeting Minutes**
2. **Designation of Note Taker**
   1. 2.4.14 – Kim Nickell; 2.18.14 – Kristin Rabe; 3.14.14 – Greg Chamberlain; 3.18.14 – Anna Agenjo; 3.25.14—Michael Carley
3. **Annual Update—Updates and Follow-ups**
4. Integration of Degrees and Certificates into One Form, or Separate? *Table until April 1 meeting*
5. 2014-15 Timeline for AU (process and training) (Kate)
6. ISIT Committee review - Kristin (Kristin)

Kate is taking the lead on updating the forms and she sent the most recent draft earlier in the day. The committee suggested the following edits:

* The new ‘Professional Development’ form should be added to the list of attachments on the first page and a link to it should be added in the human resources section (part III).
* Jennifer has an updated version of the goals chart and will send this to Kate.
* In section I where we ask for the list of degrees and certificates offered, this question is irrelevant if we are having each degree/cert do a separate document. We may wish to include a separate question about whether there is a stackable certificate, in which case the certificate form might be necessary (the committee did not complete a discussion on that form, but at the least the phrase ‘Annual Program Review’ should be deleted as it is no longer the appropriate)

1. **Training Handbook**
   1. Finalize Content

The handbook was nearly complete, but there will be changes in at least two areas. 1) to incorporate the change in the forms and 2) to address a suggestion that the handbook focus on program review as a three-year process where the Comprehensive Program Review is the focus and the annual update flows from it.

1. **3-Year Comprehensive Review – Discussion of Pilot Group Findings**
   1. Feedback due to programs by March 25, 2014

The feedback date will be extended and Manny will inform those programs (that were not present) of the extension. Committee members were assigned as the point person to review all of the checklists and incorporate them into one document for each program. These are

Technology services: Kim

Vocational nursing: Greg

ASL: Kathy

Advising/Counseling: Anna

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

This will come back to the next meeting. Jennifer is taking the lead in creating the first draft. The committee gave her the following guidance:

* Where programs have both AA and AS degrees, these should be treated as separate programs; they should probably be on the same cycle, but should complete forms for each.
* Certificate programs that are considered ‘stackable’—they can lead to an associate’s degree should be allowed to combine their documents into one. Where there is both an AA and an AS, the program should be consulted to see which one the certificate should be combined with. For certificate programs that are not stackable, a separate document should be completed as it should be considered a separate program.

1. **Master List of Programs**  (Kate, Greg)

The most recent list was sent to the committee earlier in the day.

1. **Track the connection between the Annual Updates and resource allocations**—see Mid-Year Closing the Loop report: <https://committees.kccd.edu/bc/committee/collegecouncil>
2. **Roll out 'Phase 2':** 
   1. Liberal Arts—Kate to follow up on concerns
   2. Liberal Studies—will become the Child Development ADT
3. **Phase 3:** General Education, 2015-16 (may not be needed after we tackle Liberal Arts and Liberal Studies)

**Next meeting: April 1, 2014**