**Program Review Committee**

**Tuesday, February 18, 2014**

**4:00 p.m. – 5:30 p.m. in Library 149**

**Agenda**

1. **Review and approve minutes/meeting notes—February 4, 2014**, Kim Nickell, note taker

*\*Today’s note taker: Kristin*

*Attendees: Kathy R., Meg, Kate, Billie Jo, Kim, Greg, Jennifer, Mike, Anna, Lynn, Kristin*

*Absent: Manny, Laura, Bernadette*

1. **Annual Update—Review and revise forms for spring rollout (post and send email)**
2. Include suggestions/requests for Professional Development🡪share with SDCC
3. Suggestions of language for AU and handbook--Mike
4. Timeline for AU training—Kate *– No calendar for budget calendar – asked Laura Lorigo for this information and awaiting response. Critical pathways, does it match in curricunet? SEP Pathway, is it where we want it? Degree modification – assessment/curriculum = needs to develop questions*
5. *Add professional development – staff development (defer to SDCC – Todd/Judy/John). Give heads up to Todd about need for professional development – what will each department/program need in professional development – not necessarily an assessment – but a request.*
6. *Trend data analysis language – Mike Carley sent out on 2.12 – could be both in the handbook and document. Intended for form. All three Paragraphs go in the handbook. First sentence then with lead in to active voice – encapsulate the three paragraphs then the rest would be referred to the handbook.*
7. **Handbook update:** Anna, Kim, Lynn, Kristin (Mike for the Data Component)
8. Handbook needs a matrix of campus goals and how we address them in the goals section of the AU.
9. Handbook will be used in training.

*The handbook subcommittee has created an outline table of contents, will work on it before the March 4th meeting and report back at that meeting with a draft for consideration.*

*Mindset for consideration in writing the document: Newbie, brand new person filling out the form. Discipline expert or program expert, yes. If the department/program has more than one person filling out the form – they should all review the handbook and contribute.*

*Considerations:*

* + - 1. *Where you have adjunct faculty as the primary sources of information*
      2. *What are the consequences of not completing the Annual Update or 3-year plan*
      3. *Leads and more invited (all invited)to training – opening it up to anyone working on the form. Collaborative effort is what the Annual Update/3-Year should be.*

1. **Updates to ISIT Form** - Kristin

*The ISIT subcommittee is meeting on updating the ISIT form to include non-instructional (office) equipment. The information will be available in the handbook once ISIT approves the updated form (by March 3rd – hopefully).*

1. **Provide training** (use Handbook as basis & see timeline above in #2)
2. **Roll out 'Phase 2':** 
   1. Certificates of Achievement: consider adding form to Annual Update—expand or add form to include discussion of interrelationship of program Job Skills Certificates (JSA), Certificates of Achievement (CA), and degrees (AA and AS degree duplications, and ADT degrees).
      1. How do they fit together?
      2. How do they meet student needs?
      3. Include in each section of AU form (e.g. data discussions) or have separate questions?
      4. Are all the certificate and degree programs still vibrant?
      5. Do they duplicate offerings? If so, why?
   2. Liberal Arts—Kate to follow up on concerns *– Cannot be classes smashed together…*
   3. Liberal Studies—will become the Child Development ADT

Who will do this? Is it general ed (don’t have to make a decision – students supposed to have 18 units leading to an emphasis. A lengthy discussion ensued during this meeting about the mandates and differences between Liberal Arts (for General Ed) and Liberal Studies which is Elementary Ed /Teacher Ed. Work around is being considered. Liberal Arts should be out for 2014/15 while doing certificates of achievement.

Lengthy discussion on Certificate of Achievements & Job Skills certificates: COA – Vocational Nursing (certificate of achievement) Jennifer is completing the 3-year as a pilot to show this as an example for others. JSC (job skills certificate) = Paramedic program – why is it different? /EMT & Others, the labor market, data, success rate, community needs it for career ladder. Greg conferred – job skills ladder should be identified. Billie Jo – How do they fit together? How do they differ? Two degrees should be a spate program review.

**BOTTOM LINE: Program review should be a way to explain your area to someone else who has no clue about the area.**

**ACTION ITEM: Greg asked to draft a separate form on Certificate of Achievements Annual update**

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>

***Adjourn Agenda Items by 4:50 to administer BC Institutional Standards Survey***

Meeting adjourned at 5:20pm

**Next meeting: March 4, 2014**

1. **Comprehensive List of Programs update**: Kate, Greg, Manny

Work group to meet with Nan, **February 26**, 11:30-12:00

1. **Establish 3-year cycle for Comprehensive Program Reviews**: focus on programs that participated in first Annual Update process; for instruction, use Master List of Programs
2. **Phase 3:** General Education, 2015-16 (may not be needed after we tackle Liberal Arts and Liberal Studies)