**Program Review Committee**

**Tuesday, March 10, 2015**

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

**Agenda**

1. **Today’s Note Taker--**
   1. 9.9.14—Kim Nickell
   2. 9.23.14—Michele Bresso
   3. 10.7.14—cancelled due to water issue
   4. 10.21.14—Kristin Rabe
   5. 11.4.14—Jennifer Johnson
   6. 11.25.14—Michele Bresso
   7. 1.27.15—Michele Bresso
   8. 2.10.15—worked on forms
   9. 2.24.15—Kate Pluta
   10. 3.10.15—Michele Bresso

Attendance: Kristin Rabe, Sue Vaughn, Kim Nickell, Mike Carley, David Neville, Jennifer Johnson, A.Todd, Meg Stidham, Jones, Anna Agenjo, Manny Mourtzanos, Michele Bresso

1. **Review and approve February 24, 2015 minutes.**

Committee reviewed and approved minutes.

1. **Discuss examples of effective program review elements and post to website (send to bc\_prc listserv before meeting).**
   1. **Goals**
   2. **Conclusions**
   3. **Outcomes (SLO/PLO/ILO)**

Some of the teams still need to send examples. Kristin indicated that she needs to receive exemplars of APR sections should be sent to her by the April Program Review Committee meeting.

1. **Review and finalize Annual Update revision (ancillary forms will continue to be revised by appropriate committees—do we need to give them deadlines?)**

A.Todd Jones asked how the committee might incorporate classroom usage by departments in the APR. Sue Vaughn said she thought there was a report on this topic completed by Tina Chamberlain. She is going to see if she can get a copy of that report and send to A.Todd and Mike Carley. Kristin and A.Todd will meet to discuss and draft a form. Manny suggested that a ratio or percentage of usage could be determined to make considerations about total usage, appropriate assignment based on capacity of room, etc.

David Neville asked if we can request mapping of course SLOs as a standardized procedure to make it easy and uniform. The form could be a spreadsheet that self-populates data based on input. David will recommend new questions to part of Part IV, Assessment of Program Resource Needs. Sue Vaughn reminded the committee that mapping outcomes must be done by all programs, not just instructional programs. The committee discussed the addition of mapping language, therefore, being more universal to engage all programs.

Mike Carley noticed that the numbers of sections are out of order. Kristin will revise.

1. **Discuss Comprehensive forms and revise as needed (bring forms, minutes on process discussion, and our fall 2014 report to College Council—all available on our committee page).**

Committee deferred this item until the March 24 meeting.

1. **Plan training for spring 2015 and fall 2015.**
   1. **FCDC, April 10—see table**
   2. **Other training recommendations? With timeline?**

The committee reflected that Kate Pluta provided 20 or 30 minute-long training sessions that included what differences were there from one year to the next and informed folks about the program review cycle. PRC is developing a new Program Review Handbook that will help with the 2015 training process. Anna Agenjo reminded the committee that a model APR will be available based on the task force teams developing section exemplars of APR docs.

The committee developed the following concept for training and info:

15 minutes with FC/DC to review program, receive handbook, and learn that an hour-long training will be offered for them and their departmental teams. Separate but simultaneous training sessions will be offered for instructional and administrative programs.

Kim Nickell proposed that instructional and administrative teams meet together first for a general overview of the process. Then the groups can split with pre-assigned training leaders to help guide them through their specific process.

1. **Establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list.**
2. **Update: Kate met with Nan—snapshot occurred following November addendum.**
3. **We need to update list of programs—ask John and Billie Jo?**
4. **We need to update 3 year Comprehensive cycle excel sheet**
5. **Other?**

The “snapshot” is an at-the-moment look at what programs exist—AATs, Certificates, etc. This would be captured as the official list of the programs so that PRC knows how many APRs to expect.

Sue suggested that we get a list from Amber Chiang who is right now finalizing the college catalog. David Neville will ask Billie Jo Rice and John Carpenter if they already have this list.

Jennifer Johnson expressed concern that new AATs being on the appropriate cycle for program review.

1. **Other business**

BC has been asked to host a two-day conference for 23 other colleges for the Pre-Law program. BAS review showed BC is advanced compared to others.

Closing the loop:

Shapshot list

Room Usage

Review forms

Co-develop a training agenda for FC/DC and develop talking points

We’ve been asked to update our website with a photo. Plan for March 24.