**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:*

1. **CurricUNET program titles**—Bonnie Suderman and John Carpenter, Assessment Committee co-chairs.
2. **Assessment extraction piece**—Kim and Kristin
3. **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

- IT—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)

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).
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
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.

**Next meeting: February 4, 2014**