**Program Review Committee**

**Tuesday, September 9, 2014**

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

**Notes**

**Present- Kate Pluta, Michael Self, Kristin Rabe, Meg Stidham, Jennifer Johnson, Kim Nickell, Michele Bresso, David Vaughan, Sue Vaughn, Diane Allen, Diane Baeza**

1. **Today’s Note Taker--**
   1. 4.29.14 – Meg Stidham
   2. 8.26.14 – Billie Jo Rice
   3. 9.9.14 – Kim Nickell
   4. 9.23.14- Michele Bresso
2. **Review and Approval of 4/29/14 and 8/26/14 Meeting Minutes** <https://committees.kccd.edu/bc/committee/programreview>

**Approved**

1. **Administrative Support Service Annual Update** (summer pilot)—Michael Self

* **The pilot didn’t get 100% response, but there was enough response to show that administrative units should continue doing a program review. Timeline needs to be refined with parameters (late winter, early spring).**
* **There was discussion about the October date change for FCDC to approve faculty positions, but that should not impact this year’s AU or 3-Year Comprehensive cycle.**
* **A scenario was discussed about moving program review to spring that could benefit new department chairs who are starting during the fall term. This approach may be effective for Administrative Units and Student Support Services who can take advantage of the summer to work on their program reviews.**
* **Discussion about a push for a more quarterly approach for programs to review goals, making it a more systematic process.**

1. **Norming our responses to the Administrative Support Services Annual Update (pilot)**

Please access and read the 7 submissions in SharePoint and fill out the Checklist. Contact Kristin if you are having trouble accessing SharePoint.

We will discuss each submission and compare responses. We will develop a committee response to share with those who participated in the summer pilot.

* **The seven Administrative Support AUs were divvied up, and we discussed and normed the response checklist as a group using the following three AUs: DSPS, Stem-ITS, and Instruction.**

**Action item:**

**To those assigned an Administrative Support Services Annual Update, complete and norm the checklists for the remaining AUs and submit to Share Point.**

**Action item:**

**First round of this cycle’s AUs are coming in Sept. 15-16, and Kristin will be posting on Share Point as she receives them. Check for an email from Kate for further guidelines and timelines.**

1. **Annual Update**
2. Develop checklist similar to norming checklist

* **we were not able to discuss**

1. **Track the connection between the Annual Updates and resource allocations**—report: [Closing The Loop\_Year-End\_08-15-14.pdf](https://committees.kccd.edu/sites/committees.kccd.edu/files/Closing%20The%20Loop_Year-End_08-15-14.pdf) at <https://committees.kccd.edu/bc/committee/collegecouncil>

* **we were not able to discuss**

**Sustainability**

We recognize our responsibility for continuing and maintaining this institution which has been shaped by over 100 years of resolute and tenacious labor and judicious foresight, so we unceasingly place our energies into imagining how we might sustain and renew our fiscal, human, and environmental resources into the future.

**Next meeting: Tuesday, September 23**

October 7 & 21

November 4 & 25

December 9

January 27

February 10 & 24

March 10 & 24

April 14 & 28