**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:*

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
5. **Handbook update:** Anna, Kim, Lynn, Kristin (Mike for the Data Component)
6. Handbook needs a matrix of campus goals and how we address them in the goals section of the AU.
7. Handbook will be used in training.
8. **Provide training** (use Handbook as basis & see timeline above in #2))
9. **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
   3. Liberal Studies—will become the Child Development ADT
10. **Track the connection between the Annual Updates and resource allocations**—see Mid-Year Closing the Loop report: <https://committees.kccd.edu/bc/committee/collegecouncil>

**Next meeting: February 18, 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)