**Program Review Committee**

**Tuesday, August 26, 2014**

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

**Agenda**

**Present:** Kate Pluta, Michael Self, Michelle Bresso, Billie Jo Rice, John Carpenter, Diane Baeza, Kim Nickel, Michael Carley, Lynn Krausse, Sue Vaughn, Meg Stidham, and Kristin Rabe

1. **Introductions**
2. **Today’s Note Taker--**
   * 4.29.14 – Meg Stidham
   * 8.26.14 – Billie Jo Rice
3. **Review and Approval of 4/29/14 Meeting Minutes**
4. **Review the charge**
   1. Proposed change in membership - increased membership to include representation from all departments
   2. General clean up – punctuation clean up
   3. Other? –
      * Discussion on including statement regarding “keeping of the knowledge” when transitioning co-chair roles.
      * Decision made to investigate adding the language to the Decision Making Document, so that it applies to all governance committees.
5. **Training** (locations to be confirmed)
6. Annual Update, Friday, August 29, Collins, 10:30-11:15
7. Comprehensive Program Review, Friday, August 29, Collins, 11:15-12:00
   * If available, please attend either session to assist Kate with the training.
8. Data Analysis, Friday, September 5, ~~Collins~~ Fireside Room, 10:45-12:00
9. Administrators’ Training
   * **Action Item:** Michael Self will identify future dates for an Administrator’s Training session as well as Annual Update and Comprehensive PR workshops.
10. **Administrative Support Service Annual Update** (summer pilot)
    1. Timeline
    2. Process for PRC response
       * **Action Item:** Decide if forms and process are effective or need revision.
       * Not all Administrative Support Areas submitted annual update – Consequences?
       * **Action Item:** Kristin will send out share point link.
       * Distributing Forms
11. **Annual Update**
12. Develop checklist similar to norming checklist
    * **Action Item:** Members need to read the submissions from the summer pilot prior to next meeting, so that norming criteria can be established.
    * **Action Item:** Kate will develop norming checklist to be used at the next meeting for norming training.

1. **Comprehensive Program Review**
   1. 3-year cycle—do we need to revise the list based on programs earning AD-T status since the list was developed? No
   2. Revise checklist

* EMS will conduct comprehensive review this year – 2014-2015.
* Academic Development will conduct comprehensive review – 2015-2016.
* Library will conduct comprehensive review – 2016-2017.

1. **Updated Master List of Programs—**How do we confirm accuracy?
   * Tracy Hall is the keeper of the master list of programs
   * Discussion regarding future tracking of approval process of programs to ensure an on-going accuracy
   * Action Item: Billie Jo & John will investigate the programs/courses associated with the Apprenticeship program

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>

**Next meeting: Tuesday, September 9**

September 23

October 7 & 21

November 4 & 25

December 9

January 27

February 10 & 24

March 10 & 24

April 14 & 28