**Program Review Committee**

 **Tuesday, August 25, 2015**

**3:30 p.m. – 5:00 p.m. in Levinson 40**

**Meeting Notes**

1. **Today’s Note Taker**
	1. 8.25.15- Kristin Rabe

**Committee Members in attendance**: Kate Pluta, Anna Agenjo, Kristin Rabe, Jennifer Johnson, Michael Carley, Kim Nickell, Sue Vaughn, Mark Staller, David Neville, Meg Stidham, Laura Lorigo

**Committee Members absent:** Diane Baeza, Diane Allen, Bernadette Towns, Bernadette Martinez, SGA rep, Martiza Salgueiro-Carlisle, Liz Rozell, Manny Mourtzanos

1. **Review and approve agenda items. Items approved and items tabled until co-chair Manny can be at the meeting – closing the loop discussion and timeline/goals.**
2. **Review of 2015-16 PRC timeline – tabled until September 8th meeting**
3. **Committee Charge/Goals for 2015-16 – tabled until September 8th meeting**
4. **Review of Committee Membership (recruit for vacancies): Discussed and Action Items:**

**Action Item:** Kim will e-mail Steve Holmes and Tarina with Academic Senate and seek more faculty involvement

**Action Item:** Manny will contact new faculty and seek further faculty involvement

**Action Item:** Kristin will contact Bernadette Martinez and seek more classified involvement

Discussion:

FCDC/PRC Retreat – Committee discussed how positive this was for everyone involved. We need to do this again in May of 2016 for the following year. Possible question for a survey on program review – should there be rolling timelines for people to turn in their annual updates? Financial Aid – due to their involvement with the Feds – do not get accurate numbers to meet our existing timeline. Subsequently, Financial Aid has not turned in an Annual Update.

We further discussed committee participation and how critical it is to have representation from all areas on campus. Recommend to give Co-Chair Manny an action item of seeking the participation of our new faculty hires to get them further acclimated to the college and the processes of the college by participating on the Program Review Committee.

Committee Members not listed include Hal Mendoza – Kristin will add him to listserv. Nancy Magner and A.Todd Jones will be dropped from the listserv as they are no longer committee members.

Timeline: PRC will receive annual updates from those areas wishing for early review on September 11th. Officially the Annual Update is due to the Dean level by September 21st. PRC will officially get them for review on September 28th. PRC will have from September 29th until October 16th to review all Annual Updates.

It was suggested that one of our goals be to review rubrics from other colleges and create one for the 2016-2017 program review year. David Neville will bring examples from the other colleges. Should create a sub-committee of those who can dedicate time to look at these and then make recommendation to the committee.

We then discussed having the assessment committee look at the assessment component of the Annual Update and Comprehensive Update for review – similar to how Technology and Facilities review their requests.

Draft language to go to FCDC on Friday 8/28: Document of Expectations from PRC: PRC will not move any requests forward with recommendation if the complete Annual Update or Comprehensive Update is not completed. Kate Motioned, Meg Second, All approved, no abstentions.

September 8th meeting: Bring Strategic Initiatives Document to meeting and discuss. Will make agenda item to discuss.

Sue briefly discussed closing the loop – what it is and why we must do it. We need to look at it from the accountability prospective. All areas are responsible (technology, facilities, professional development) to report on what was accomplished with requests. The committee was able to ask questions – but not many were asked.

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| **Draft Schedule to Accomplish Goals** |
| September 11 |  | First Draft due to PRC – for early review and comments |
| September 16  |  | Comments from PRC to early document submitters |
| September 21 |  | Annual Updates due to the Deans |
| September 28 |  | Annual Updates and Comprehensive Updates due to PRC |
| September 29 |  | PRC Reviews  |
| October 26 |  | PRC Comments Due  |
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**Next Meeting: Tuesday, September 8th – 3:30-5 in Levinson 40**