**Program Review Committee Minutes (Unapproved)**

 **Tuesday, October 21, 2014**

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

1. **Today’s Note Taker--**
	1. 9.9.14—Kim Nickell
	2. 9.23.14 - Michele Bresso
	3. 10.7.14—cancelled due to water issue
	4. 10.21.14—Kristin Rabe
2. **Review and Approve 9/9 and 9/23 Meeting Minutes Vote was to approve the minutes from both meetings.** <https://committees.kccd.edu/bc/committee/programreview>
3. **Handling the Workload (see table)** *Discussed which program reviews were late – and what the reading load looked like for everyone. Noted which were late being turned in and those that were not turned in at all.*

***Classified/Faculty Position Requests*:** Kate has a tally of all the positions. Anna recommended that there needs to be a policy for Classified Positions – that they shouldn’t necessarily be handled in the same fashion as faculty requests… due to attrition and retirements. There should be an “Anticipated Classified Position Requests” to handle things such as pending retirements/vacancies. . We need a policy to handle out-of-cycle position needs. There also needs to be a method by which to handle management positions.

Kate asked the committee to discuss any issues with the Program Review Process. Those areas that did not submit an APR were discussed and what possible solutions (working with the Deans in those areas) could occur.

The number one problem with the entire process was departments or programs not falling under the name on the list – for example, Corrections/Administration of Justice. The department chairperson was not clear.

1. **Strategic Goal: Oversight & Accountability**

**(from AIQ.PRC report)**

*The committee is*

* + reviewing and responding to the Annual Updates and Comprehensive Program Reviews.
	+ discussing how to handle program reviews that come in late or do not come in at all.
	+ For example, some programs submitted position requests to meet the FCDC deadline but did

not submit program reviews.

**Report on the Program Review Process due to President & College Council on November 21st – Kate will come up with a draft and send to committee for feedback.**

**Looked at a few exceptional/notable program reviews:** Library, Fire Tech, Communication, Rad Tech, EOPS, Care, CalWorks.

Discussion of Trends in The APR’s: Initially Sue V. mentioned that there seemed to be a lot of energetic and innovative activity in the APR’s she read. There are many things to list as far as trends.

**ACTION ITEM: Committee Members need to come up with more trend for Kate’s report – send to Kate!**

Kate will provide feedback on Monday October 27th to all of the Chairs/Deans who submitted their APR’s with the checklists. After 2-3 days, she will send an e-mail to all BC Faculty and thank them for all of their hard work – and ask them to reply to her if they have not had a chance to review the feedback from PRC Committee members.

Think Abouts: For the next APR Process – asking the submitters to write a half page abstract at the beginning summarizing the APR. Add into that some justifications for position requests, budget changes, technology and distinguish between Comprehensive versus Annual Updates.

**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.

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| Sept. 29 |  | PRs due to Program Review Committee (PRC) from Administrators |
| Sept. 29 – Oct. 17 |  | PRC reviews PRs—busy times  |
| Oct. 7 | no | PRC meets |
| Oct. 10 (NEW) |  | FCDC votes on Allocation Requests |
| Oct. 20  |  | PR Summaries due to PRC Co-Chairs (internal committee review) |
| Oct. 21 |  | PRC meets |
| Oct. 27 |  | PRC feedback due to Chairs/Deans |
| Nov. 4 |  | PRC meets |
| Nov. 21  |  | PRC submits written PR summary to President and College Council |
| Nov. 25 |  | PRC meets |
| Dec. 5 |  | PRC presents Program Review Analysis to College Council  |
| *Dec. 9* |  | *PRC meets—as needed* |

Attendees to Today’s meeting: Anna Agenjo, Meg Stidham, Jennifer Johnson, A.Todd Jones, Sue Vaughn, Kate Pluta, Kristin Rabe, Kimberly Nickell, Diane Allen.

Next Meeting will be Tuesday November 4th – 3:30pm – 5pm in Library 149

Respectfully submitted: kr