**Program Review Committee**

 **Tuesday, February 4, 2014**

**4:00 p.m. – 5:30 p.m. in Library 149**

**Agenda**

1. **Review and approve minutes/meeting notes—December 3**, 2013, Kristin Rabe, note taker

*\*Today’s note taker:*

1. **Review 3-year Comprehensive Program Review process update**

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| * January 21-24
 | You will receive the revised forms. |
| Friday, March 7 | You will submit the completed forms to BC Program Review (bc\_programreview@bakersfieldcollege.edu) |
| Tuesday, March 25 | You will receive a checklist with feedback from the Program Review Committee (PRC).You will also be asked to evaluate the process. |
| Friday, March 28 | You will turn in your evaluation to BC Program Review (email address). |

1. **Handbook update:** Anna, Kim, Lynn, Kristin (Mike for the Data Component)
2. Handbook needs a matrix of campus goals and how we address them in the goals section of the AU.
3. Handbook will be used in training.
4. **Comprehensive List of Programs update**: Kate, Greg, Manny

Work group to meet with Nan, January 29, 11:00-11:30

1. **Data presentation** on Accounting—both degree and certificate programs: Mike
2. **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
3. **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
	3. Liberal Studies
4. **Phase 3:** General Education, 2015-16 (may not be needed after we tackle Liberal Arts and Liberal Studies)
5. **Provide training** (use Handbook as basis)
6. **Begin the Annual Update cycle in the spring**.
7. Revise and update forms as needed.
8. Post to website.
9. Send email announcement—for those who would like to get started now.
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**