**Program Review Committee**

**Tuesday, March 10, 2015**

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

**Agenda**

1. **Today’s Note Taker--**
   1. 9.9.14—Kim Nickell
   2. 9.23.14—Michelle Bresso
   3. 10.7.14—cancelled due to water issue
   4. 10.21.14—Kristin Rabe
   5. 11.4.14—Jennifer Johnson
   6. 11.25.14—Michele Bresso
   7. 1.27.15—Michele Bresso
   8. 2.10.15—worked on forms
   9. 2.24.15—Kate Pluta
   10. 3.10.15--
2. **Review and approve February 24, 2015 minutes.**
3. **Discuss examples of effective program review elements and post to website (send to bc\_prc listserv before meeting).**
   1. **Goals**
   2. **Conclusions**
   3. **Outcomes (SLO/PLO/ILO)**
4. **Review and finalize Annual Update revision (ancillary forms will continue to be revised by appropriate committees—do we need to give them deadlines?)**
5. **Discuss Comprehensive forms and revise as needed (bring forms, minutes on process discussion, and our fall 2014 report to College Council—all available on our committee page).**
6. **Plan training for spring 2015 and fall 2015.**
   1. **FCDC, April 10—see table**
   2. **Other training recommendations? With timeline?**
7. **Establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list.**
8. **Update: Kate met with Nan—snapshot occurred following November addendum.**
9. **We need to update list of programs—ask John and Billie Jo?**
10. **We need to update 3 year Comprehensive cycle excel sheet**
11. **Other?**

**Standard I.B.9.** The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)

|  |  |  |
| --- | --- | --- |
| **Draft Schedule to Accomplish Goals** | | |
| February 10 |  | Pick examples of effective program review elements and post to website.  Revise Annual Update |
| February 24 |  | Discussion of Annual Update form proposed revisions |
| March 10 |  | Finish Annual Update revision.  Agree on effective examples to post on website, e.g. goals, outcomes, conclusions.  Revise Comprehensive Program Review  Plan training for spring and fall  Establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list. |
| March 24 |  | Plan for program review for general education🡪review Integrated Program Review proposal; work with Curriculum Co-Chairs and VP Academic Affairs. |
| April 10, 8:30 |  | FCDC—training with faculty who compiled model program reviews; provide revised forms |
| April 14 |  | Continue with above activities. |
| April 24, 8:30 |  | FCDC—training with faculty who compiled model program reviews; provide revised forms |
| April 28 |  | Wrap up and celebrate! |
| To be scheduled |  | Schedule training for administrators, department chairs, and other interested employees |