**Program Review Committee**

**Tuesday, November 3, 2015**

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

**Agenda**

1. **Today’s Note Taker--**
   1. 8.25.15: Kristin Rabe
   2. 9-8-15: Anna Agenjo
   3. 9-22-15: Kate Pluta
   4. 10-6-15: Kim Nickell
   5. 10-20-15: Jennifer Johnson
   6. 11-3-15: Jessica Wojtysiak
   7. 11-17-15: Emmanuel Mourtzanos
   8. 12-1-15:
2. **Review and approve agenda items.**  Minutes approved. No additions to the agenda.
3. **ELumen report October 22 presentation**

Discussed first. District office meeting on the 22nd. Various components: tie workflow, assessment, SLO creation, assessment, data analysis, curriculum and program review. BC would be a part of Beacon beta to try for free for 3 years.

No firm decision made – some small concerns about being a beta site rather than seeing it as an advantage.

Michelle Bresso asks us to generate questions for other Elumen users (Taft College, etc). Questions to find out about their experience. Need to follow up with current users to see if they are satisfied with the product.

From a PR perspective (both sides), there is reduced confusion. Items clearly identified. Submit with green check mark. Shows user that all tasks are completed to confirm that the review is completed. One living document that is revised online. Looks intuitive.

There was a list of schools of users. Kristin will forward list to Kim N. and Sue.

Gives the electronic program review wanted for last few years.

1. **Checklists report-Thank you, Kristin**

One early submitter inquired about not getting early feedback. Feedback about replacing an old form with a current form was sent to dean and to the chair, but the correct form was still not used.

When go to meet with the different groups, may elicit feedback from those groups who have had the opportunity to review their forms.

How do we get feedback from Elumen about Program Review process? Good question for later.

1. **PRC teams request suggested changes to the forms- Meet with areas by Thanksgiving to report feedback on Dec. 1**

Teams set up. Should come back with feedback. Teams are asking if the questions are applicable to their types of programs.

May separate the AU/C via program – instructional vs student affairs, etc.

Groups should take blank forms to ask them to evaluate. Want to avoid confusion for the different areas: clear, makes sense, applicable to the area.

Elumen – currently offers a bank of questions. We could build our program review using the bank or add our own.

Whatever feedback received may be used and modified for Elumen adoption.

Then, each group would only look at the things that pertain to them.

Want to also ensure that the questions are not irrelevant. The goal is to encourage self-reflection. Programs should not perpetuate a mentality that this process is for the committee. The purpose is to help the programs.

The five categories is to cluster the programs with those that are similar and avoid too much specificity (Hundreds of forms).

Last summer’s pilot form: good initial feedback from some admin units who attended.

**Diane** volunteered to be in the Student Affairs.

**FCDC- Kim, Jennifer, Mark**

**Student Affairs: Sue, Kate, Kristin, Diane (new addition for SALT)**

**Administrative Units: Kristin, Kate, Anna**

**Management (Deans): Liz, Manny Jennifer**

**CTE: Jennifer, Kim**

**If it does what they say it will do…**

1. **Committee Charge/Goals for 2015-16-Liz Rozell**

Winner winner chicken dinner!

Liz emailed info to Kristin.

Want on the website by December.

Draft:

In support of the College’s mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness for instructional, student services, administrative and operational areas. PRC provides training, feedback, commendations and recommendations related to the program review process. The committee contributes to “Closing of the Loop” by disseminating resource allocation requests to the responsible committees.

1. **Strategic directions committee co-chair report: Goals include alignment of Budget with Program Review, online Program Review format, Committee Charge, aligning AU and Comprehensive to specific areas.**

Due on Nov. 12th. Review and discussion of the spread sheet.

Initiatives #1: perpetually in progress

#2 Align budget development with program review process: in progress

Action plan: Gather feedback from college community and budget committee to refine the process.

#3 Control number system to follow a budget request through the program review process - not yet begun. Relying on Budget Committee. Need for software for creating random numbers.

#4 Examining Inclusion of grants: completed

#5 Ensure internal deadlines: completed

Committees accept resource requests only from PRC.

Consider providing packet for future program reviews so resource requests are submitted in a timely fashion.

Additional Initiatives/Goals the Committee is Working On

1. Online version of Program Review – Accountability (ISIT) – Looking at E-lumen – in Progress
2. Provide Program Review Training campus wide – Oversight and Accountability – Summer Institute – Perpetually In Process
3. Review of Program Review Documents and Handbook – Oversight and Accountability – meet with the five different areas to elicit feedback – perpetually in progress

**Next Meeting: Tuesday, November 17, 2015 – 3:30-5 in Levinson 40**