**Program Review Committee**

**Tuesday, October 20, 2015**

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

**Minutes**

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:
   7. 11-17-15
   8. 12-1-15:

**Review and approve agenda items.** Minutes approved. No additions to the agenda**.**

**Agenda item Notes Action**

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| --- | --- | --- |
| AU and Comprehensive submittals. Problems, questions during reading and responding process? Any trends, issues? | Trends/issues:  -Using the wrong AU or CR form  -AU submitted without any forms  -There isn’t a form to request management (program manager)  -Faculty and Classified requests were made using an old form  -Documents did not following naming convention guidelines  -Some program do not use the program name as listed on the document provided by the VP of instruction  - Equity question was not answered  -Budget form was not submitted  -Form was not user friendly to Admin units. It was also questioned how the admin units were informed about the process and the forms. | * Provide a document packet for each area which includes the most recent version of forms. Pre-populate the forms using the naming convention. * Provide a report to the President and VP regarding areas that did not submit a program review. * For AU/CR that are missing forms: send one email to Nan to send to FCDC, SS, and Admin svc. . The email will acknowledge receipt of the program review and request the missing forms (specifically best practices, faculty position request, classified position request, technology, and facilities). * Next year before program review is due verify program title for each department. Include verification of programs that are not offered. * For areas with similar reviews, try to have the same readers. * Request training on budget form. * Update handbook to speak to equity question and budget form. * Continue spring training in library commons * Need a survey to provided data for the closing the loop document. * Create customizable form. To do this the committee will:  1. Send PRC teams to each of the following clusters. The current form will be presented. The team will request suggested changes to the forms. Proposals will be brought back to PRC for review.   **Clusters:**  FCDC- Kim, Jennifer Mark  Student Affairs: Sue Kate, Kristin  Administrative Units: Kristin, Kate, Anna  Management (Deans): Liz, Manny Jennifer  CTE: Jennifer, Kim  **Teams should plan to complete cluster meetings before Thanksgiving with results to be discussed at Dec. 1 PRC meeting.** |
| E lumen report | >E-lumen appears to improve workflow with integration of SLO /PLO/Program review.  >The product is able to create forms and documents with specific program review questions.  >Provides an e-portfolio for students which includes skill attainment based on SLO’s from their courses.  **Decision timeline**: end of October with anticipated launch date 4 months later. | Information  PRC was invited to attend another demo of E-lumen on Thursday 10/22, at the District office. |
| Committee Charge/Goals for 2015-16-Liz Rozell – |  | Tabled to 11/3 meeting |
| Strategic directions committee co-chair report |  | Tabled to 11/3 meeting |

***Unfinished business: Action item- Everyone wear red for picture day on October 20.***

**Next Meeting: Tuesday, November 3, 2015 – 3:30-5:00 in Levinson 40**

**Respectfully submitted,**

Jennifer Johnson