Program Review Committee

Tuesday, March 18, 2014

Minutes (Notes)

Note Taker – Anna Agenjo

Members present – Kate Pluta, Manny Mourtzanos, Kristin Rabe, Billie Jo Rice, Jennifer Johnson, Meg Stidham, Laura Lorigo, Lynn Krausse, and Anna Agenjo

Meeting began with some personal anecdotes of how committee members had made a difference in a student’s life. Kristin also gave a shout-out to the B.C. Drum Line.

It was decided that alphabetical order would determine who will take minutes at future meetings. A. Agenjo began the rotation.

The overriding theme for this meeting was that the Committee has too much to do and too little time and so it was agreed that a special meeting of the PRC would be scheduled for Monday, March 24 at 3:00 p.m.

**Annual Update**: Discussion continued whether to integrate degrees and certificates into one form or to separate. Since some CTE programs are “stackable” (certificates leading to an AS or an AA), integration would work, but not so for stand-alone certificates. The CTE chairs will meet on March 28 to review the proposed APR forms and to recommend a solution or suggest changes. This item will be added to the PRC April 1st agenda.

**Timeline**: Kate is concerned about the calendar and the lack of due dates. The Committee needs to complete the handbook, training needs to take place in April and all forms need to be revised. This item will continue to the March 24th meeting.

**ISIT Review**: Kristin is shepherding the updated ISIT form and it is close to completion. She will have the new form at the March 24th meeting. Also, according to Kristin the new Professional Development form is ready and posted on the website.

**Training Handbook:** Discussion focused on the Faculty Request form on page 3. We once again struggled with the issue of program vs. department and how these request forms should be filled out. There was also concerns about the synchronization of the PRC timeline with that of the budget and review process .Laura Lorigo would like to work with PRC to streamline the budget process to make it a more efficient and meaningful integration. It was recommended that a meeting to discuss a campus-wide timeline should include Kate, Manny, Billie Jo, Laura and John Gerhold.

Kristin asked that all changes to the proposed Handbook be submitted to her by the following Thursday in order to have a new draft ready for the March 24th meeting.

**Pilot Programs**: Before discussing the four pilot programs, the Committee discussed the forms used. Suggestions were made to standardize the layout of the form and also to either bold or box the questions. Someone suggested there may be too many questions (a-j) under program assessment, but Jennifer thought the questions were helpful to engage staff in the process.

Kate also began a discussion about student achievement data and how that should differ from SLO data. Billie Jo suggested Janet Fulks should review the forms in terms of the Scorecard.

The meeting ended with homework. Everyone needs to come prepared to the March 24th meeting to discuss the four pilot programs and have their individual checklists saved to SharePoint.

The meeting was adjourned at 5:30 p.m.