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| **Program Review****Notes**November 29, 2016L 149https://committees.kccd.edu/bc/committee/programreview3:30-5:00 |
|  | **Co-Chairs:** Manny Mourtzanos-administration, Kristin Rabe- classified; Kim Nickell, Faculty**Members**-Diane Allen, Counseling/Delano; Anna Agenjo, Library; Bernadette Towns, FACE; Andrea Tumblin,Mathematics; Hal Mendoza, Business; Mark Osea, Counseling; Neeley Hatridge, Communications; Odella Johnson, ACDV; Beth Rodacker, EMLS; Angela Bono, Adjunct; Savanna Andrasian, English; Heather Baltis, AG; Nicole Hernanadez, NURS**Administrators-**Sue Vaughn, Enrollment Services; Laura Lorigo, Administrative Services; Liz Rozell, STEM; **Classified-** Meg Stidham, CSEA designee**Student-** SGA: vacant **Research representative** vacant. |  |
| 1 | **Today’s Note Taker--**Aug. 23, 2016-Anna AgenjoSep. 6, 2016-Kim NickellSept. 20, 2016-Sue VaughnOct. 4, 2016-Kristin RabeNov. 1, 2016- Nicole HernandezNov. 15- Kim NickellNov. 29- Kim Nickell |  |
| 2 | **Review and approve agenda items.** |  |
| 3 | **Review and approve minutes** |  |
| 4 | **Discussion of forms*** Handbook/rubric
* Checklist changes to incorporate “not included”
* Discussion of AG program’s rationale for 2 separate programs AS AA- should we require a program review for each one. How does ACCCJC fit in with this? Can we incorporate AS and AA in the same form, just give each a column. Break out the differences within one document.
* The Comprehensive Review-

When have you last reviewed you mission statement?” Add explanation in the handbook. Take out “language specific to the program.” Progress of program goals- current, future- if these are ongoing, “status update”. In the handbook, show and example of an action plan. Boxes for goal section is pretty small.Support the standard or strategic goals- delete.* Analysis of Trend Data- Where is the analysis of the trend data? Make it clear that an analysis is needed. Why do you think the changes have occurred? Explain how you got the change in demographic. “Analysis of gender demographics” No trend data analysis in Annual Update? A good conversation to have with IR person.

“Discuss any unexpected trend data”? We need to wordsmith how we want to ask the question and get an analysis of a comparison of program trend data and the college trend data.Think about wording this area with “analyze and reflect.”Merging trend data with outcomes.“How is your trend data affecting your program’s decisions/planning effectiveness?” and then give prompts to help with analysis “face to face vs. online” etc.* Take out V. Resource Analysis on both the AU and Comp.? Put in a separate tab in Assessment Form? Reword to get to the point…If you made a resource request, did you get it, how did it affect/impact your program? Reach out to Assessment for help with the form. In the form, we need to consider Admin. Units, Instructional and Non Instructional Units., and how we approach the process of filling out the form.
* Strength and weaknesses- can we get rid of this area? Yes, instead ask/summarize for accomplishments/achievements. Use this toward the end within conclusions and findings.

Add within program analysis to include any unexpected/unplanned events* Best Practices- Under program analysis
* Faculty and staff engagement- Refer to Strategic Directions-Leadership and Engagement when asking this question and add to program analysis…”how do your program members…?” List some of the activities…committees, Measure J, Summer Bridge, etc.
* Conclusion- Highlight through bullet points. Snapshot. If someone would just read this, what would someone take from you program? What would you like your college president to know about your program?
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| 5 | **November Survey-completed****Will go out Dec. 6ish** | Date  |
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kdn, November 29, 2016