**Program Review Committee**

**Tuesday, February 4, 2014**

**4:00 p.m. – 5:30 p.m. in Library 149**

**Meeting Notes/Minutes**

Present: Kate Pluta, Manny Mourtzanos, Kristin Rabe, Meg Stidham, Kim Nickell, Jennifer Johnson, Mike Carley, Anna Ajenjo, Lynn Krauss, Laura Lorigo, Greg Chamberlain

**Agenda Items discussed:**

1. **Reviewed and approved minutes/meeting notes from December 3**, 2013 meeting.

*\*Today’s note taker: Kim Nickell*

1. **Reviewed 3-year Comprehensive Program Review process update.** All agreed on the information in the table below:

|  |  |
| --- | --- |
| * January 21-24 | You will receive the revised forms. |
| Friday, March 7 | You will submit the completed forms to  BC Program Review ([bc\_programreview@bakersfieldcollege.edu](mailto:bc_programreview@bakersfieldcollege.edu)) |
| Tuesday, March 25 | You will receive a checklist with feedback from the Program Review Committee (PRC).  You will also be asked to evaluate the process. |
| Friday, March 28 | You will turn in your evaluation to BC Program Review (email address). |

1. **Handbook update:** Anna, Kim, Lynn, Kristin (Mike for the Data Component)

This agenda item is linked to agenda item #9 as the handbook will affect training. Action items- to develop timeline, mock-up of table of contents, develop draft, and get feedback.

Training is tentatively schedule for the 1st of April. We will be looking at APR forms and tweaking as needed at next meeting.

1. **Comprehensive List of Programs update**: Kate, Greg, Manny

Action Item: Manny, Kate, and Greg will meet with Nan on Feb. 19. The list of programs is a year behind, so those that are deactivated (job skill, degree of completion, etc.) will be updated, which will affect how the Master List of Programs will be used in Agenda item 6.

1. **Data presentation** on Business Administration/Engineering/English—both degree and certificate programs: Mike Carley presented a mock-up of data, including handouts, for Business Administration, Engineering, and Accounting currently provided by “Subject” and the proposed changes to data by “Program.” He discussed both advantages and disadvantages, providing examples of data mismatches. While some programs can effectively use the data presented by “Subject”, others cannot. Data provided by “Program” takes time (a month) to get data in this format, and it is not easy.

Mike went on to discuss other options of data that could be used such as by “Major” and by “Cohort Tracking” within majors and their advantages and disadvantages.

Mike opened the floor for discussion. While the data is accurate, it is not reflective or helpful for some when completing the AU. Inherent problems are due to students choosing majors without an educational plan and who are really not in said majors.

The theme expressed by committee members is that we need to be more data informed, be knowledgeable of data available in Coursebook and ODS. We should foster a spirit of inquiry so that data gathering can be an active and dynamic process at the course and individual level. We should continue to use “Subject” information but consult ODS for more reflective, specific information.

Action item: Mike to draft material to support use of data through Course Book and modify the AU with the necessary language and add that element to handbook.

1. **Establish 3-year cycle for Comprehensive Program Reviews**: focus on programs that participated in first Annual Update process; for instruction, use Master List of Programs. (See action item in agenda item #4)

**Wrap up:**

**For next time:**

* Annual Update
* Mike suggestions of language for AU and handbook
* Handbook
* Roll out of ‘Phase 2’
* Kate to follow up on concerns about Liberal Arts degree
* Timeline for AU training

**Agenda items carried over to February 18:**

1. **Roll out 'Phase 2':** 
   1. Certificates of Achievement: consider adding form to Annual Update—expand or add form to include discussion of interrelationship of program Job Skills Certificates (JSA), Certificates of Achievement (CA), and degrees (AA and AS degree duplications, and ADT degrees).
      1. How do they fit together?
      2. How do they meet student needs?
      3. Include in each section of AU form (e.g. data discussions) or have separate questions?
      4. Are all the certificate and degree programs still vibrant?
      5. Do they duplicate offerings? If so, why?
   2. Liberal Arts
   3. Liberal Studies
2. **Phase 3:** General Education, 2015-16 (may not be needed after we tackle Liberal Arts and Liberal Studies)
3. **Provide training** (use Handbook as basis) (see agenda item #3)
4. **Begin the Annual Update cycle in the spring**.
5. Revise and update forms as needed.
6. Post to website.
7. Send email announcement—for those who would like to get started now.
8. **Track the connection between the Annual Updates and resource allocations**—see Mid-Year Closing the Loop report: <https://committees.kccd.edu/bc/committee/collegecouncil>

**Next meeting: February 18, 2014**