**Program Review Committee**

**Tuesday, March 24, 2015**

**3:30 p.m. – 5:00 p.m. in Library 149**

**Agenda**

**Members Present: Kim, Anna, Michelle, Kate, Kristin, David, Billie Jo, John, Jennifer, A. Todd, Diane, Laura, Manny, Meg**

1. **Today’s Note Taker--**
   1. 9.9.14—Kim Nickell
   2. 9.23.14—Michelle Bresso
   3. 10.7.14—cancelled due to water issue
   4. 10.21.14—Kristin Rabe
   5. 11.4.14—Jennifer Johnson
   6. 11.25.14—Michele Bresso
   7. 1.27.15—Michele Bresso
   8. 2.10.15—worked on forms
   9. 2.24.15—Kate Pluta
   10. 3.10.15—Michele Bresso
   11. 3.24.15—Meg Stidham
2. Review and approve March 10, 2015 minutes. Approved with no changes
3. PRC Photo! (wear your red and white)Next meeting, wear red and white
4. Classroom utilization—pilot to be completed by FCDC/Nan’s office before possible inclusion in program review.
5. Budget Form—Laura Laura distributed a draft of the budget development form which will become part of the AU and CPR. She also distributed a flow chart for budget development and planning
6. Discuss Assessment Mapping for AU—David Neville DISCUSSION ENSUED!

The Assessment Committee would like to get all programs to use mapping (SLO>PLO>ILO) as a way to demonstrate assessment. ACCJC doesn’t require mapping, but it would be a good way to have everybody “speaking the same language”. It is not an arduous task and should only have to be done once for each course unless there are changes to the Outcomes. Admin. units should map their AUOs to the ILOs. Maps could be published on department websites. A good goal (per Billie Jo) is to be fully mapped by the next Accreditation site visit. There was some discussion that perhaps maps only need to be submitted with the CPR.

1. Equity questions for AU and CR—from Bryan Hirayama, EODAC co-chair. The group decided to include the suggested equity question in the Trend Data Analysis section ONLY. The data for SLOs isn’t yet sufficient for the inclusion of the suggested question in the Assessment section. Concerns were expressed about how deep we need to go with this. Are we profiling students? Other colleges are also struggling with this.
2. Review and finalize Annual Update revision (deadline for ancillary forms?) Kate will add the equity question to the Trend Data Analysis sections of the AU and CPR forms and forward the final drafts for use in the training on 4/24.
3. Handbook—Kristin The first section has not changed much. Kristin created a two page section on how to fill out the forms. The model sections are in an appendix. Kristin would like input on which ONE model example should be included for each section by 4/7/15. There is no need to have multiple examples for each section and the hand book is getting to be too long.
4. Discuss Comprehensive forms and revise as needed (bring forms, minutes on process discussion, and our fall 2014 report to College Council—all available on our committee page).Kate will send out final drafts. Bring copies of final drafts of AU and CPR forms to next meeting to compare side by side and discuss.
5. Develop training agenda for spring 2015 and fall 2015.
   1. FCDC, April 10—suggest date change to April 24 Jennifer will introduce and announce the training date at the meeting on 4/10. Training will be on 4/24 after FCDC lead by Jennifer and Anna.
   2. April 24—open training
6. Establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list.
7. Update: Kate met with Nan—snapshot occurred following November addendum.
8. We need to update list of programs—ask John and Billie Jo? Billie Jo and Nan have been working on this. Billie Jo will have something to present after Nan approves it.
9. We need to update 3-year Comprehensive cycle excel sheet

New agenda item: We still need to figure out how to accomplish program review in areas that have Developmental, Basic Skills, and Majors courses (Math and English, for example).

Much discussion ensued regarding mapping and Jello.

***Standard I.B.9.*** *The institution engages in continuous, broad based, systematic evaluation and planning. The institution integrates program review, planning, and resource allocation into a comprehensive process that leads to accomplishment of its mission and improvement of institutional effectiveness and academic quality. Institutional planning addresses short- and long-range needs for educational programs and services and for human, physical, technology, and financial resources. (ER 19)*

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| **Draft Schedule to Accomplish Goals** | | |
| February 10 |  | Pick examples of effective program review elements and post to website.  Revise Annual Update |
| February 24 |  | Discussion of Annual Update form proposed revisions |
| March 10 |  | Finish Annual Update revision.  Agree on effective examples to post on website, e.g. goals, outcomes, conclusions.  Revise Comprehensive Program Review  Plan training for spring and fall  Establish best date for “snapshot” of programs and use that to train/communicate with areas and develop reading list. |
| March 24 |  | Plan for program review for general education🡪review Integrated Program Review proposal; work with Curriculum Co-Chairs and VP Academic Affairs. |
| April 10, 8:30 |  | FCDC—training with faculty who compiled model program reviews; provide revised forms |
| April 14 |  | Continue with above activities. |
| April 24, 8:30 |  | FCDC—training with faculty who compiled model program reviews; provide revised forms |
| April 28 |  | Wrap up and celebrate! |
| To be scheduled |  | Schedule training for administrators, department chairs, and other interested employees |