**Program Review Committee**

**Tuesday, April 29, 2014**

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

**Notes**

*Members present: Kate Pluta, Lynn Krausse, Meg Stidham, Kristin Rabe, Laura Lorigo, Jennifer Johnson, Greg Chamberlain, John Carpenter, Billie Jo Rice, Kim Nickell, Manny Mourtzanos, Michael Carley*

1. **Connection – A Focus on Student Success:**
   1. “What did I do to help a student succeed since we last met?”
2. **Designation of Note Taker**
   1. 2.4.14 – Kim Nickell
   2. 2.18.14 – Kristin Rabe
   3. 3.14.14 – Greg Chamberlain
   4. 3.18.14 – Anna Agenjo
   5. 3. 25.14 – Michael Carley
   6. 4.1.14 – Lynn Krausse
   7. 4.29.14 – *Meg Stidham*
3. **Review and Approval of 4/1/14 Meeting Minutes** *Approved with date correction*
4. **Annual Update Kate**
5. Review final draft—more fine tuning needed? *Several suggestions were discussed and agreed upon. Kate will synthesize the suggestions and send out a draft for feedback*
6. Develop checklist similar to norming checklist
7. 2014-15 Timeline for AU (process and training)

1. **3-year cycle for Comprehensive Program Reviews**:
   1. Develop a 3-year cycle (new ADT programs to be evaluated in Fall 2015)  *Jennifer created a spreadsheet which she will send out for feedback. CTE programs will be doing the comp. review in year 3. Programs with an ADT in progress will be due in year 2 or 3. Programs with completed ADT will be due in year 1.*
   2. Revise form based on norming process
   3. Revise checklist
   4. Send out evaluation to participants

*The goal of the PRC is to present the AU form and, possibly, the comprehensive review form at the FCDC meeting on May 9 or 16 (unsure of date).*

1. **Training Handbook**
   1. Must finalize AU and 3 year before finalizing handbook
   2. Finalize Content
2. **Master List of Programs—**How do we confirm accuracy? *John is working on it.*
   1. Do we have input from CTE?
   2. Do we have input from Curriculum?

1. **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:**

1. Finalize AU and checklist
2. Finalize Comp and checklist
3. Finalize Handbook
4. Plan and schedule training

*Other items discussed:*

*Kate will present to College Council regarding the 3-year comprehensive pilot experience.*

*Do we need separate forms for Admin./ Student Services/ Instructional programs?*

*We need to revise the charge to expand membership for next year*

*Hope to have training very early in the Fall. Training may begin before the data is available from IR. It is essential that all degrees and certificates are entered into the system as early as possible in order for IR to get the data out to programs.*

***Action item: Manny will convey to the VP of Student Services that degrees and certificates must be entered into the system as early as possible in order for the Program Review process to stay on track.***