**Program Review Committee Meeting Notes, 5-7-19**

**Program Review Team Presentation at ACCJC**

Steve Waller reported on BC’s Program Review presentation at ACCJC. A large crowd stayed for the 4:15 p.m. workshop and shared many positive comments about our system. Of specific interest to the audience was that we are using eLumen for our Program Review. He said there was a lot of buzz about Bakersfield College as a result of the conference. Steve thanked the PRC committee members and shared how proud he is about the work we do. He pointed out that the work continues as we continue development of administrative unit reviews. Kim Nickell, who shared in the presentation, added that the BC presenters did an audience survey and discovered that many other colleges still do not have program review connected to budgeting; some don’t understand fully why the process is important; and that there are many issues that others needed to address.

**Elumen and Program Review**

Kim Nickell reported that the eLumen representative was listening to the presentation mentioned above and invited BC to give the same presentation at the upcoming eLumen conference in July in Pasadena. A team is forming to be able to do that.

**Program Review for 2019-20**

The packets for the Program Review process for fall are being put together now. The Program Review process will take place in eLumen for the coming year. Kim showed a preview of the online process to the committee. Questions being asked of each department were visible in corresponding sections. Data and information we always see, e.g. Mission, Program Goals, etc., are present in the eLumen version. Kristin Rabe recommended that committee members talk to department chairs and find out who in each department will be working on program reviews. She will send out information about training to each of those people. A department coordinator, probably the department chair, will have access to eLumen. That person can add other names to give other departmental members access to eLumen to carry out roles related to creating the program reviews. Kim Nickell said she will be on campus for much of the summer and will be available to faculty who want to come into the CSS building to seek her help or for training. Since the comprehensive program review isn’t yet in eLumen, all departments scheduled for a comprehensive review will have a one-year reprieve.

Non-instructional program reviews have only three questions. The third questions focuses on the CCCCO’s Vision for Success and related goals. It also addresses equity, Guided Pathways, Dual Enrollment, AB 705 and other initiatives.

Program reviews are being set up strategically to help us reach other goals. For example, a specific equity question will exist in a particular place in the document. Each department will contribute that type of information. This allows our Equity Director to pull this specific data easily and use it in require reports to the state and the federal government.

Committee members brainstormed techniques to improve the future process:

* A way to tag a high-quality program review document that can be later identified as a model
* Ability to tag exceptional sections, e.g. budget, goals, etc.
* A way to provide an overall rating so that a report can pull all those rated at the highest rating for use as models
* An avenue to signal concern about a program review document that doesn’t meet qualifications
* A rubric to evaluate program reviews so that committee members can norm their evaluations and be consistent in their feedback
* A link so that program review writers can see last year’s comments on their department’s review, enabling them to address any concerns from the prior year as needed
* A method to auto-populate last year’s basic information for each department so that departments don’t have to start from scratch