Program Review Committee Membership

The PRC is a standing governance committee that serves at the request of the President. Composed of faculty, classified, administration, and SGA members, this committee fosters the development of the program review process and encourages campus wide participation in program planning, maintenance, review, and improvement of program excellence through the program review process.

The committee communicates out to the campus and community self-reflections and analysis of our programs, helping to determine the readiness of our programs to support our diverse population of Bakersfield College students (Renegades).

* Committee Member Expectations
	+ Attend meetings regularly
	+ Report back to your department
	+ Make a good faith effort to read, review, and provide feedback to program reviews, and present their findings and analysis in an objective, collegial manner.
	+ Oversee and ensure the effectiveness of the college’s program review processes.
	+ Facilitate the continuous quality improvement of programs and to make recommendations for the expansion, maintenance or discontinuance of programs.
	+ Provide all programs with an opportunity to assess their programs and a forum in which to share the results of that assessment with the college.
	+ Create a broader understanding of programs at the college among a larger group of faculty, staff and students.
	+ Promote constructive dialogue designed to inform decision-making related to program effectiveness.

* Review and feedback process
	+ It’s important to incorporate some type of formal assessment process at the conclusion of each program's review submission, so that the program has feedback and recommendations on areas to improve upon moving forward.
	+ As a Program Review Committee member, you will be paired with another committee member and be assigned completed program reviews to provide feedback in the form of commendations and recommendations. It’s not an assessment or an evaluation, but a process by which we can check the completion of a program’s documents and provide constructive guidance where needed and validate good work when it is apparent.
	+ Some of the feedback you will give may be as simple as noting that it is done or not applicable (NA). Mission statements, degrees offered may not have changed over time, so you can just give a quick nod to those sections.
	+ You will not need to provide feedback in the Assessment section or Program Mapper. Make a note that they have been completed or not completed. Programs may take the opportunity to update those areas that were not completed. The PRC co-chairs will send out reports to the appropriate committees.
	+ The areas of the program review that we really want to focus on with our feedback are Program Goals, Program Analysis, Conclusion/Snapshot, AUO’s
		- Program Goals: check for true goals that lead to one or more of our [Strategic Directions](https://www.bakersfieldcollege.edu/scorecard/strategic-directions) and not requests for resources. Action plans should have resource requests as needed, timelines, people in charge.
		- Program Analysis: Is the narrative rich and connecting to the data? Are they using/embedding their data within the narrative?
		- Conclusion/Snapshot: Editors need to treat this as if it were going to the president as a summary.
* How to get into eLumen:
	+ Log into Inside BC
	+ Tools drop down, select eLumen
	+ At the top of the screen, you will have the opportunity to choose your role as initiative review member and then program you want to work on. Other titles may exist if you are part of the data steward eLumen team, committee co-chairs, or committee members.
* Accessing Your Assigned Documents
	+ Choose Strategic Planning
	+ Initiatives
	+ Scroll down to choose from the list of initiatives (program review forms). Because all previous cycles still exist, make sure to choose the cycles with the most current dates. You can refer back to the feedback on previous program review initiatives to help you. If you need access to those documents, let Kim or Kristin know.
	+ Open your document and begin adding your feedback at the top in the section indicated Program Review Feedback
	+ Save your document regularly.