Program Review Committee

Notes by Christie Howell

10/5/2021

Approval of agenda

Updates, question and concerns

 Sorting through the at issues for Program review, Flex trainings, videos to watch, etc.

 Assessment report issue- there was an update to the program/department so the same class looked like two different courses.

 There were some changes in eLumen that changed some of the buttons, but maybe we need a faculty role change in the program.

 We need to get the message out that you can work on this in the spring. Do the sections like Mission, goals, resources in the spring so you don’t feel so rushed in the fall.

Classified co-chair update

Administrative co-chair recommendation from Rich McCrow- Dominica Rivera- Ed. advisor for Public Safety and knows CTE

Norming the feedback process

 We are not assessing. We are providing feedback and encouragement. Make sure that people are completing their program reviews and that the dialogue is appropriate. Making connections.

 Kristin has the list of who is reviewing what and who is working together, not ready still needs to be updated. She will wait to see who has submitted and then send it out to us. Hopefully no more than 10 reviews per group. Adding a co-chair- -

 In the Canvas course, Kim has added example feedback. We really try to be positive, encouraging. Be positive about what they are doing.

 Go to eLumen ([www.Bakersfieldcollege.edu](http://www.Bakersfieldcollege.edu), click InsideBC and log in, click tools),

 Check your role. (if you need help reach out to Kim or Kristen) Make sure it says Initiative Review Member. Next click the program you are assigned to review. They will show up on your list.

 Strategic Planning on the top tab. Then click on Initiatives. 2021-2022 Program Review.

Program Review Feedback is the first section. As you have feedback you type into the feedback box.

 As team members you can decide how you want to provide feedback. Focus on Mission alignment, degrees, curricular review (complete or not- report will be sent to curriculum), Program mapper (note if complete or not and if changes are requested), Enrollment Management (can make a note if correct and if narrative fit, might make suggestions- new area- gets sent to enrollment management),Goals (are they clear and concise, are they backed up with requests-should not be a resource request, should be for how the program is going to do something, connected to a strategic direction), Assessment (we say complete or not, assessment committee will write more), Student success and equity and 3 year reflection could be tied together, Technology (not everyone will have it), the rest of the resource requests (were they addressed) , CTE (labor market button, was it addressed), professional development (completed or not), Conclusions (complete, be positive).

We are really looking to see that they finished and answered the questions. If you see something that they could do to make it stronger you might make that recommendation, but be nice about it.

Don’t get stuck if there are forms not completed. Unless there is something in their narrative that says they need something and they did not complete the request.

Always click Save draft. Kim showed an example of how to comment on Psychology.

Kim showed us a blank non-instructional area. Equity not on it’s own anymore. It is in Program Analysis.

The team members get to decide how they want to split up the work. Note first if the sections are complete. Then start drilling down to see if they are making connections.

If they have the technology section then they should fill it out. No one has it this year.

We do need to check each resource request was talked about in the narrative. Same with Faculty form. You might make a note that it is tied to a goal. Or if it is not there suggest that they tie the request to the program review. Goals and resource requests should be tied together.

Never hesitate to ask for help from Kim and Kristin!!! Yippee!!

The push right now is to get the resource requests in so they can get to the right committee.

ISIT- Nov. 29th (always the Monday after Thanksgiving)

Does everyone have access to the google docs? If you get stuck reach out for help.

Kristin hopes to send out the list of what you are assigned to at the end of this week. If it is shaded grey in then it is not complete yet.

We will have a working meeting to make sure that everything is going okay.

There is no limit on what feedback that you give. Not looking for too lengthy. Aiming for easy to read and easy to digest. If you see something missing, say something in an encouraging way.

We can review through the end of November.

[Google drive link.](https://drive.google.com/drive/folders/18HGjnCYpQJUdxww1Rx-DKbOz_MNp-i5y)