

Faculty Co-chair, Program Review Committee (PRC)

The co-chair for Program Review will be a full-time faculty member, selected by the Executive Board of the Academic Senate. This position is a 2 year commitment and includes reassigned time or stipend as determined by the College President and Academic Senate.

Responsibilities

Attend all Program Review Committee meetings

Chair alternate meetings and when the other co-chair cannot be present

Chair and/or participate in program review subcommittee and evaluation meetings

Work with administrative co-chair to prepare agendas, develop policies and procedures, prepare discussion drafts and final reports, and in the performance of other responsibilities as needed

Act as liaison to divisions, departments, and programs, provide training, help in the preparation of program evaluation materials, act as PRC consultant, and provide other assistance as appropriate

Serve on the Executive Board of the Academic Senate and attend Academic Senate Executive Board meetings

Attend faculty co-chair meetings

Act as liaison to the Academic Senate, and keep the Senate informed about committee recommendation and procedures

Facilitate full, frank and open discussion during meetings

Initiate the discussion of relevant issues pertinent to program review, even if apparently unpopular, and support others on the committee who wish to discuss such issues; i.e., support and act on the propositions that (1) no sacred cows are allowed; (2) no repercussions are permitted for anything said during committee proceedings; (3) it is the chair's responsibility to introduce important but sensitive issues if they are not otherwise brought up.

Promote critical and constructive analysis of programs and program evaluations

Schedule program reviews for all services and facilitate the PRC membership in identifying evaluation teams and completing reviews.