Program Review

https://committees.kccd.edu/bc/committee/programreview

Agenda

September 5, 2017

**Charge: In support of the College's mission, the Program Review Committee (PRC) facilitates an annual, systematic self-assessment of institutional effectiveness for instructional, student services, administrative and operational areas.  PRC provides training, feedback, commendations, and recommendations related to the program review process.  The committee contributes to "Closing of the Loop" by disseminating resource allocation requests to responsible committees.  The committee reports to College Council annually at its last meeting of the calendar year.**

1. Today’s note taker
	1. Nicole Hernandez
2. Approval of Aug. 22, 2017 minutes
	1. Approval to be done next meeting
3. AU and Comp. Forms
	1. Kim e-mailed AU and Comp. packet to PR listserv
	2. Section regarding assessing received requests has changed
		1. Kim forwarded resource analysis grid
	3. Andrea discussed how to answer AU letter “C” on how it should be answered.
		1. Kim- need details on how it is performed “i.e. tests, level of mastery to be reached.
		2. David (assessment committee) – reports that he is looking for a summary. Assessment should be getting details listed on assessment form.
		3. Assessment committee members wondering why letter “C” is included because it seems repetitive.
			1. Kim – eLumen will eliminate the repetitiveness, but need to do the form for now.
		4. Letter “C” should be used as a reference; should look at assessment form for more details.
		5. Kim- Should be a snapshot summary of how SLOs were aligned with PLOs; need overarching PLOs
	4. David – asking what is asked on this form that is not included in assessment
		1. Kim – “Equity” topic not included in assessment topic “F”
		2. David – this topic should also be included on the assessment form
	5. Letter “B” has typo – should say “use bullet points”
		1. Kim corrected on form and resaved
	6. Next program review meeting will cover how we should read document and how PR reviewers should respond
4. Program Review and Feedback Forms
	1. Resource request and analysis form
		1. Form approved and no feedback provided.
	2. Reviewed handbook dated 08/01/17
		1. Need to update handbook on PRC webpage (current is dated 2015)
		2. Need to inform programs to check PRC webpage for most current handbook as thumbdrive handbook may not be most current
		3. Mission statement – hope is that programs provide their own mission statements of how they support the college’s mission statement
		4. Core values listed can help program re-evaluate what they has listed as their current way of supporting
		5. Starting on page 5 of handbook – every section is explained for how it should be completed.
		6. Best practices was embedded into the form – now listed in handbook
		7. Trend data – p.6 has links they can use, and programs can also use internal data
		8. Productivity rate – there is a formula
		9. In handbook resource requests is not correct information – has been edited after 08/01/17
			1. Should say “received resource requests”
		10. Facilities forms are approved
		11. Certificate forms – went to program who had certificates under their degrees
5. Drop in workshop will begin at 4:00 pm
	1. Questions from attendees
		1. Drop in attendee asked about forms changing
			1. Kim reported that all forms and the handbook are on the thumbdrive
		2. What is considered equity
			1. Look at student demographics : can be financial, race, ethnicity, gender, socioeconomic status, age, etc.
			2. Can look at national data and compare to your program and how your program is doing
		3. AUOs – administrative unit outcomes
			1. Applicable to dean’s, management; administrative sections of the campus
			2. Library is an example – they don’t have PLOs, they have AUOs.
		4. Where do programs find the data?
			1. Links are in the handbook (handbook can be found on thumbdrive)
			2. Link of PRC webpage at the bottom “Links” does not take you current data, needs to be updated.
			3. Quickest way is to go to the program review webpage; look in the “2017\_2018 PRC timeline”
			4. Can also go to KCCD website and search
				1. Kim to add a link directly to data on PR webpage
				2. KCCD.edu > About KCCD > institutional research > Program review data (on left hand side) > scroll down and click on program for current data
			5. Manny- feel free to pull exterior data. Can be qualitative data (i.e. focus group) can be used as evidence.
				1. Programs such as theater/ music can look at theatrical productions
		5. What do we do if we didn’t get our document yet
			1. Kristen has the thumbdrives- need to follow up with Kristen
		6. Matriculation
			1. Sue explained definitions
			2. Students need to complete admission update forms
				1. Becomes available on September 1
				2. Allows students to register by certain dates
		7. What is FTES and FTEF productivity?
			1. Number of full time equivalent students that 1 full time equivalent faculty would generate.
		8. What if the form is asking a question that cannot be answered (i.e. new program)?
			1. List “Not applicable” “No data – new program”
		9. Where do you send first reviews by Sept 8?
			1. To the PRC e-mail
				1. bc\_prc@listserv.bakersfieldcollege.edu
6. if drop-in have any questions or concerns – e-mail to PRC e-mail.

For next meeting-

1. Norm the reading and response process for feedback to programs
2. Visit from the Accreditation Leads, Liz Rozell and Jason Stratton
3. Need to look at checklist – “the program review feedback form”