

## **Faculty Co-chair, Program Review Committee - PRC (formally IEC)**

The co-chair for Program Review Committee will be a full-time faculty member, selected by the Executive Board of the Academic Senate. This position includes **.200 reassigned time.**

### **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.