PRC Meeting Notes (to be approved)

Tuesday, September 24, 2013

3:30-5:00 pm – Library 149

Present: Kate Pluta, co-chair, Camilla Anderson, Meg Stidham, Kristin Rabe, Kim Nickell, Jennifer Johnson, Lynn Krausse, Anna Agenjo, Mike Carley, Kathy Rosellini, Laura Lorigo, Greg Chamberlain, Liz Rozell, Bernadette Martinez

Introduction of new committee member Laura Lorigo. Welcome, Laura, to PRC!

The minutes of September 10, 2013 meeting were approved.

We are close to our full complement of committee members.

Update on Action Items: items to be continued

- Kristin will follow-up with Todd on Sharepoint and will contact Shannon Musser about the header for the PRC webpage.
- Kristin to follow up on APRC folder 2012-13 on from APRC public folders
- Kate will continue to research requirement for all non-instructional units to complete APR.
- Kristin and Mike will identify things that need to be kept and Kristin will meet with Lisa at the District to move things from the IRP to the PR website.

APR preliminary reviews-concerns and issues

- Readers were concerned about giving too much or not enough feedback, not having a full grasp of data, and the positions of primary and secondary readers. Primary fills out final checklist of both readers.
- Preliminary read cut-off date to be enforced.
- It was suggested that a "how to" cover sheet should be provided for non-chair faculty or staff to clear up confusion on filling out APR Goals.
- Pairing of newbies with experienced PRCers when reading APRs.
- Training for returning and new chairs on APR process.
- Importance of APR- One of the most important processes. What are the consequences of filling out a lame APR? President will respond and provide feedback in writing to college community and use APR in budget decisions. Huge strides have been made to strengthen this process.
- Letter from faculty member expressing concerns about filling out forms for ISIT and M&O and word choice in conclusions.
- Because the ISIT and M&O questions are important assessment pieces, they need to be answered.

APR Timeline: The APRs will be made available to readers Oct. 2 through Sharepoint. They need to be to Kate and Manny by Oct. 21. Questions and concerns to be brought to the Oct. 8 meeting.

Action item: Todd will work on Sharepoint issues.

Action item: file naming convention to come. Naming convention and grouping of programs into easy to access files on Sharepoint.

Action item: Check box on Faculty Request form to be modified.

Action item: Reallocation of APR reads to accommodate new members- list will be revised.

Action item: Upload data onto Sharepoint by Manny via Mike.

Goal: Creating a document for next year to identify equipment needs.

Lack of consistency in the way programs are named. Kate identified that the names of programs didn't match between Curricunet, online catalog, and state chancellor's office.

Discussion of Economics and other programs that need data of courses required for degree: What we are doing now is not enough. We should look at individual course data. But the question of what programs need is still posed. Should we look at cohorts? Should this be an FCDC discussion?

Action item: Create a question about needed course data to be included as an evaluation item

Goals, Action Plans, Timelines:

- **Goal 1-** Highlighting Best Practices- organize them by types.
- **Goal 2-** Develop Annual Update Handbook, offer annual update training opportunities. Keep goal.
- **Goal 3-** Mike to create action plan for spring 2014. Keep goal.
- **Goal 4-** Kristin to talk with Todd about what an action plan would be.
- **Goal 5-** Once APRs are in, modify APR and strengthen goal.
- **Goal 6-** Develop a process to identify programs and advocate for a master list.

Goal- Consider where to put information about requesting adjuncts and additional sections as a budget form line item.

Next meeting October 8, 2013