

NAME OF COMMITTEE	PROGRAM REVIEW COMMITTEE (PRC) {bc_prc@bakersfieldcollege.edu}
TYPE OF COMMITTEE <i>(governance/constituency representative groups, standing, employee groups, operational groups, interest groups, task force, ad hoc)</i>	Standing Governance
COMMITTEE CHARGE	<p>In support of the College's Mission and Institutional Learning Outcomes, the Program Review Committee (PRC) facilitates a transparent and broad annual, systematic self-assessment of institutional effectiveness and budget planning for instructional, student services, administrative, and operational areas. PRC provides feedback and training related to the program review process. The committee contributes to the "Closing the Loop" document by disseminating resource allocation requests to responsible committees and by improving our own processes. PRC advises on the inclusion of new programs into the Program Review process. The committee communicates out to the campus and the community. PRC reports monthly to Academic Senate and annually to College Council and Administrative Council at their last meetings of the calendar year.</p> <p>Committee members will:</p> <ul style="list-style-type: none"> ▪ Attend meetings regularly. ▪ Participate in committee training. ▪ Provide training for programs undergoing Program Review. ▪ Review each program's document, verify the validity, and complete the forms associated with the Program Review process. ▪ Evaluate the processes used for Program Review annually and modify as necessary to meet the needs of the institution. Evaluate the processes used for Program Review annually and modify as needed to meet the institution's needs. ▪ Participate in the Accreditation Standard Subcommittees Accreditation Process as individual schedules permit. <ul style="list-style-type: none"> Prepare summary reports for submission to the President, College Council, and Academic Senate

TASK, GOALS, & OBJECTIVES	<p>Objectives:</p> <ul style="list-style-type: none"> • Act as a resource to administrative, instructional & student services programs to develop their assessment plan and program review. • Makes recommendations based on program reviews to President, College Council, and Curriculum Committee. <p>Goals:</p> <ul style="list-style-type: none"> • To review Annual Program Reviews and personnel requests ensuring that departments follow a data-informed needs assessment and have set measurable goals for improvement that align with College goals and budget criteria • Create a review and reporting mechanism for personnel requests and report to College Council and the President whether requests were data-informed and embedded in APRs • Analyze and adopt APR checklist to provide useable feedback to departments, the President and College Council • Compile Recommendations, Commendations, and Trends and report to College Council and President
SCOPE OF AUTHORITY	<p>Program Review recommendations will be a primary source of information to develop institutional planning as related to enhancing student learning and administrative unit outcomes.</p>
PROVIDES REPORTS TO	<p>Academic Senate, College Council, Administration Council, The President</p>
COMMUNICATES WITH	<p>College President; Curriculum, Assessment, Accreditation & Institutional Quality, ISIT, Facilities, Budget, and Professional Development Committees; Faculty Chairs & Directors Council; and the community</p>

MEMBERSHIP

The Program Review Committee (PRC) will have one faculty co-chair and one administrative co-chair, and one classified co-chair
Committee composition will include faculty appointed by the Academic Senate with representation from each of the instructional departments as well as liaison from the Curriculum and Assessment Committees, and a representative from the Faculty Chairs/Directors Council (FCDC).

Up to 4 classified staff appointed by CSEA. CSEA recommends the following representation:

- 1 Student Affairs
- 1 Instructional
- 1 Administrative
- 1 CSEA president or designee

Up to 4 administrators appointed by the College President. The committee recommends the following representation:

- 1 Student Affairs
- 1 Instructional
- 1 Facilities
- 1 At Large
- Institutional Research Representative (ex-officio)

1 student representative appointed by the Student Government Association (SGA).

This will achieve the ideal composition of at least 50% faculty and no more than 25% each of classified staff and administrators. If the Academic Senate deems more (or fewer) faculty are necessary to the operation of the committee, the composition percentage must apply and classified, and administrative membership adjusted accordingly. ~~Training in the process of program review at Bakersfield College will be provided for committee members.~~

Training in program review at Bakersfield College will be provided for committee members.

Members are encouraged to serve for a term of at least three years and may serve more than one term

ALIGNMENT WITH ACCREDITATION	Institutional Mission and Effectiveness 1.2, 1.3, 1.4, 1.5 Student Success 2.9 Infrastructure and Resources 3.8, 3.9
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Reviewed by Executive Board, 9/20/23

Approved by Academic Senate, date

Approved by College Council, date (depending on type of committee)

Effective Date: