Program Review Committee
Tuesday, September 24, 2013
3:30 p.m. – 5:00 p.m. in Library 149
Draft Agenda

1. **Review and approve minutes/meeting notes—**September 10, 2013, Kathy Rosellini, note taker
   Today's note taker:

2. **Update on Action Items:**
   - Liz will contact Sean Caras, chair, about the status of the Water Technology program, which has not been offered because its curriculum has not been updated. (August 27)
   - Kristin will follow-up with Todd on Sharepoint and will contact Shannon Musser about the header for the PRC webpage.
   - Kristin will contact Archives to see where archival documents for PRC are held.
   - Kate will research (here was an inquiry about where in the standards does it say that Administrative/Student Services have to write an Annual Program Review?)
   - Kristin and Mike will identify things that need to be kept and on 9/23 Kristin will meet with Lisa at the District to move things from the IRP to the PR website.

3. **First Review process—**how did it go? Is there anything we need to change for the full process?

4. **PRC's role, 2013-14**
   - Revise Goals—link to college strategic goals with work plan and timetable for each goal

   References:
   - Review committee charge https://committees.kccd.edu/bc/committee/programreview
   - Read *Strategic Focus 2013-14*, updated August 21, 2013
     https://committees.kccd.edu/bc/strategic-planning
       o Where does PRC fit in?
       o Review Core Values
   - Review spring 2013 committee report to summary of last year's goals and accomplishments
     https://committees.kccd.edu/bc/committee/chairs Check PRC tab and print that report (it's a big document).

5. **SharePoint—**managing the process

October 1	Annual Updates due to PRC from Deans
October 8 & 22	PRC meetings
October 21	Summaries (one checklist developed by first reader with input from second reader) due to PRC Co-Chairs
October 28	Feedback due from PRC to Faculty Chairs and Programs/Depts
November 5 & 19	PRC meetings
November 22	PRC submits Summary to President and College Council for feedback
December 3	PRC meeting
December 6	PRC presents Summary to President and College Council

Next meeting: October 8, 2013