

**College of the Redwoods
Program Review Committee
11/16/2016, SS 104, Time, 8am
Agenda**

1. CALL MEETING TO ORDER

2. REVIEW/APPROVE 10/28/16 NOTES

3. ACTION ITEMS:

3.1 Program Review Evaluations:

- Advising/Counseling
- ASC
- Athletics
- Child Development Center
- DSPS
- Enrollment Services (Admissions, Financial Aid)
- Library
- Special Programs (EOPS/CARE)
- CalWORKs
- Upward Bound
- Distance Ed
- TRIO-Eureka
- Veterans
- Residential Life

3.2 Reminder: Per the internal review calendar, please review the sections assigned to you and input your comments directly into the program review. You may also make notes to bring with you to discuss your findings with the committee. The committee will discuss each review together and make any revisions to the PRC comment sections, prior to submitting to the authors. Please contact Crislyn with any questions. Be sure you only "save my work;" DO NOT use the submit button.

4. UPDATES:

5. DISCUSSION ITEMS:

5.1

6. STANDING AGENDA ITEM: ACCREDITATION

7. OTHER/FUTURE AGENDA ITEMS

Next meeting: December 9, 2016 TBD

"When the finger points at the moon, the fool looks at the finger." (Unknown)

CCC Confer:

Participant Passcode: **147386**

***Toll free number available: 1-888-886-3951**

**College of the Redwoods
Program Review Committee
10/28/2016, SS 104, Time, 11am**

Notes

1. Meeting Called to Order:

Present: Joe Hash, Brady Reed, Michael Peterson, Cindy Hooper, Phil Mancus, Crislyn Parker-support

Absent: Kristin Chorbi

2. Review/Approve 10/14/16 Notes: approved as revised.

3. Action Items:

3.1 Program Review Internal Committee Calendar-Review for errors:

- Approved as revised. Updated versions will be sent each meeting.

4. Updates:

- Rene Saucedo will submit an Equity (SEP) baseline (first year) program review.
- Trio DN: Committee recommendation to inform Becky Blatnick of the requirement for next year.
- Kelly Carbone was advised to add retention information to Counseling and ASC reviews.

5. Discussion Items:

5.1 Committee: Questions, Processes, Other

- Committee discussed the process of resource prioritization prior to going to BPC. Also suggestions have been made to somehow include requests not funded but requested over a period of years, as a historical reference, in the prioritization process.

5.2 Discussion on resource request ranking when multiple programs request the same resource (e.g. desks or tables or chairs).

- Committee discussed recommending a check box be added to either the templates, or the resource ranking spreadsheet, for requests received from multiple areas for the same item. This can be done when Deans and Directors review and rank the resource requests prior to submission to the BPC. Brady will discuss with Angelina.
- A concern was raised that the consultation requirement for resource requests is not a gatekeeping process, but an impartial evaluation whether the request can be incorporated into our structure, facilities, etc. Joe and Brady will discuss this with Angelina.

6. Standing Agenda Item: Accreditation

7. Other/Future Agenda Items

Next meeting: November 16, 2016 8am, SS 104: Student Development Reviews

“When the finger points at the moon, the fool looks at the finger.” (Unknown)

2016-17 PRC Program Evaluation Schedule

Date	Task/Grouping	
10/14/2016 ✓	Committee Business, New Members, Calendars, Processes	
10/28/2016 ✓	Finalize Committee Business	
11/16/2016	Student Development Reviews:	Member Tasks
	<ul style="list-style-type: none"> • Advising/Counseling • ASC • Athletics • Child Development Center • DSPS • Enrollment Services (Admissions, Financial Aid) • Library • Special Programs (EOPS/CARE) • CalWORKs • Upward Bound • Distance Ed • TRIO-Eureka • Veterans • Residential Life <p style="text-align: right;">(14)</p>	<p>Prog. Info/Data /Assessment: Kristin Joe - DSPS</p> <p>Evaluation Prev. Plans: Brady Joe - TRIO</p> <p>Planning : Mike</p>
12/9/2016	Administrative Area Reviews:	
	<ul style="list-style-type: none"> • Business Office • Community & Economic Development • Maintenance • Payroll • Safety/Security • VP- Administrative Service Area • VP Instruction and Student Development <p style="text-align: right;">(7)</p>	<p>Prog. Info/Assessment: Joe</p> <p>Evaluation Prev. Plans: Cindy</p>
	President's Area Reviews:	
	<ul style="list-style-type: none"> • Human Resources • IT/TSS • Institutional Research • Marketing & Publications • President's Office • SEP (Student Equity) <p style="text-align: right;">(6)</p>	<p>Planning Phil</p>
1/27/2017	Annual Instructional Reviews:	
	<ul style="list-style-type: none"> • Drafting Technology • Early Childhood Education (ECE) • English, Reading • Fine Arts • Const. Tech: Fine Woodworking • Forestry/Natural Resources (FNR) • First Year Experience • Health, PE, Athletics • LVN • Manufacturing Technology • Welding Technology <p style="text-align: right;">(11)</p>	<p>Prog. Info/Data /Assessment: Kristin</p> <p>Evaluation Prev. Plans: Brady</p> <p>Planning : Mike Joe – Manuf. Tech</p>

2016-17 Program Review Committee Detailed Calendar

Meeting Date	Task/Grouping	
2/10/2017	<i>Annual Instructional Reviews (cont'd):</i>	
	<ul style="list-style-type: none"> Addiction Studies Agriculture Auto Tech Behavioral, Social Science Biology, Environmental Science Business/Econ CIS Construction Technology: Residential Dental Assisting Digital Media <p style="text-align: right;">(10)</p>	<p>Prog. Info/Data Joe</p> <p>Assessment/ Evaluation Prev. Plans: Cindy</p> <p>Planning: Phil</p>
2/24/2017	<i>Annual Instructional Reviews, (cont'd):</i>	
	<ul style="list-style-type: none"> Non-Credit/Adult Education Physical Science <p style="text-align: right;">(2)</p>	<p>Prog. Info/ /Assessment: Kristin</p>
	<i>2016-17 Comprehensive Reviews (cont'd):</i> <ul style="list-style-type: none"> Administration of Justice/Basic Academy Business/Technology Humanities, Communications Math Paramedic Restaurant Hospitality Management Catch-up <p style="text-align: right;">(6)</p>	<p>Data: Cindy</p> <p>Evaluation Prev. Plans: Brady</p> <p>Planning : Mike</p>
3/10/2017	<ul style="list-style-type: none"> PRC membership requirements updates for Senate and CSEA Discuss Executive Summary Discuss Template Revisions Discuss Process Revisions 	
3/24/2017	<ul style="list-style-type: none"> Executive Summary Completed, Approved Discuss Matrix Items for posting Program Template Revision Consensus 	