College of the Redwoods
Program Review Committee
10/14/2016, SS 104, Time, 11am

Agenda

1. CALL MEETING TO ORDER

2. WELCOME AND (NEW) MEMBERSHIP REVIEW

3. ACTION ITEMS:
   3.1 Program Review Internal Committee Calendar
   3.2 4-year Program Review Annual/Comprehensive Calendar
   3.3 Alternate date in November/early December (Nov. 11 and 25 are holidays)

4. DISCUSSION ITEMS:
   4.1 Online Template Review (website)
      4.1.1 Student Services Templates: Significance of the Budget line, template pg.
      4.1.2 Other Template Revision Suggestions or Changes
      4.1.3 Review of Rubrics:
         4.1.3a Instructional
         4.1.3b Student Services
         4.1.3c Administrative Areas
         4.1.3d BPC Ranking Rubric

   4.2 Member Evaluation Process:
      4.2.1 Training for new Members
      4.2.2 Create form (based on the rubrics) for review evaluation,
         for consistency;
      4.2.3 Program Review Tips (revisions, other thoughts?)

   4.3 INFORMATION: Board Budget Calendar

5. STANDING AGENDA ITEM: ACCREDITATION

6. OTHER/FUTURE AGENDA ITEMS

Next meeting: October 28, 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

888-886-3951   1657077 (FY2016-17)

PRC Membership: 2016-17

Member	Representation	Confirmed/Committee Request	Terms
Joe Hash	Co-Chair	Confirmed	Continuous
Brady Reed	Co-Chair	Confirmed	Continuous
Paul Chown	Institutional Research	Confirmed	Continuous
Mike Peterson	CTE Rep	Confirmed agreed to continue	2-year (new)
Cindy Hooper	HARTS Rep	Confirmed agreed to continue	2-year (new)
Phil Mancus	DN/MSBSS Faculty	Confirmed agreed to continue	2-year (new)
	Faculty	Confirmed agreed to continue	2-year (new)
	Counseling & Advising	Request	2-year (new)
	Administrative Services	Request	
Kristin Chorbi	Classified	Request	

Draft: 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/?/2016	***Student Development Reviews:***
	• Advising/Counseling • ASC • Athletics • Child Development Center • DSPS • Enrollment Services (Admissions, Financial Aid) • Library • Special Programs (EOPS/CARE) • CalWORKs • Upward Bound • Distance Ed • TRIO-DN & EKA • Veterans (13)
12/11/2016	***Administrative Area Reviews:***
	• Business Office • Community & Economic Development • Maintenance • Payroll • Safety/Security • <mark>Residential Life</mark> • VP- Administrative Service Area • VP Instruction and Student Development (8)
	President's Area Reviews:
	• Human Resources • IT/TSS • Institutional Research • Marketing & Publications • President's Office (5)
1/27/2016	***Annual Instructional Reviews:***
	• 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 (10)

2016-17 Program Review Committee Detailed Calendar

Meeting Date	Task/Grouping
2/3/2015	*Annual Instructional Reviews (cont'd):*
	- Addiction Studies - Agriculture - Auto Tech - Behavioral, Social Science - Biology, Environmental Science - Business/Econ - CIS - Construction Technology: Residential - Dental Assisting - Digital Media (10)
2/10/2016	*Baseline (New) Reviews/Catch up:*
	2016-17 Comprehensive Reviews:
	- Non-Credit/Adult Education - Physical Science - Paramedic - Restaurant Hospitality Management - RN (4)
2/24/2016	*2016-17 Comprehensive Reviews (cont'd):*
	- Administration of Justice/Basic Academy - Business/Technology - Humanities, Communications - Math - Paramedic - Restaurant Hospitality Management (6) - Catch-up
3/10/2016	- PRC membership requirements updates for Senate and CSEA - Continue Executive Summary - Discuss Template Revisions - Discuss Process Revisions
3/24/2016	- Executive Summary Completed, Approved - Discuss Matrix Items for posting - Program Template Revision Consensus

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2016-17 PRC Program Evaluation Schedule (Internal)

Date	Task/Grouping	Member Task Schedule
10/14/2016	Committee Business, New Members, Calendars, Processes	
10/28/2016	Finalize Committee Business	
11/?/2016	***Student Development Reviews:***	
	• Advising/Counseling	
	• ASC	
	• Athletics	
	• Child Development Center	
	• DSPS	
	• Enrollment Services (Admissions, Financial Aid)	
	• Library	
	• Special Programs (EOPS/CARE)	
	• CalWORKs	
	• Upward Bound	
	• Distance Ed	
	• TRIO-DN & EKA	
	• Veterans (13)	
12/11/2016	***Administrative Area Reviews:***	
	• Business Office	
	• Community & Economic Development	
	• Maintenance	
	• Payroll	
	• Safety/Security	
	• ==Residential Life==	
	• VP- Administrative Service Area	
	• VP Instruction and Student Development (8)	
	President's Area Reviews:	
	• Human Resources	
	• IT/TSS	
	• Institutional Research	
	• Marketing & Publications	
	• President's Office (5)	
1/27/2016	***Annual Instructional Reviews:***	
	• 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 (10)	

2016-17 Program Review Committee Detailed Calendar

Meeting Date	Task/Grouping	
2/3/2015	***Annual Instructional Reviews (cont'd):***	
	- Addiction Studies - Agriculture - Auto Tech - Behavioral, Social Science - Biology, Environmental Science - Business/Econ - CIS - Construction Technology: Residential - Dental Assisting - Digital Media (10)	
2/10/2016	***Baseline (New) Reviews/Catch up:***	
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Instructional Comprehensive Program Reviews (only)

2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-2022	2022-23
Biological and Environmental Sciences	Administration of Justice/Basic Academy	Addiction Studies	Agriculture	Biology, Environmental Science	Administration of Justice/Basic Academy	Addiction Studies	Agriculture
Business/Econ	Business Technology	CIS	Auto Tech	Business/Econ	Business Technology	CIS	Auto Tech
Construction Technology: Residential	Humanities, Communications	Digital Media	Behavioral, Social Science	Construction Technology:	Humanities, Communications	Digital Media	Behavioral, Social Science
Drafting /Industrial Technology	LVN	Const. Tech: Fine Woodworking	Dental Assisting	Drafting Technology	LVN	Const. Tech: Fine Woodworking	Dental Assisting
ECE	Math	First Year Experience	English, Reading	Early Childhood Education (ECE)	Math	First Year Experience	English, Reading
Fine Arts	Paramedic	Non-Credit/Adult Education	Forestry/Natural Resources (FNR)	Fine Arts	Paramedic	Non-Credit/Adult Education	Forestry/Natural Resources (FNR)
Welding Technology	Restaurant Hospitality Managament….	Physical Science	Health, PE, Athletics	Welding Technology	Restaurant Hospitality Managament….	Physical Science	Health, PE, Athletics
		RN	Manufacturing Technology			RN	Manufacturing Technology

Student and Administration Service Areas

Student Development Areas
Advising/Counseling
ASC
Athletics
Child Development Ctr
DSPS
Enrollment Services (Admissions, Financial Aid, Veterans)
Library
Special Programs (EOPS/CARE)
CalWORKS
Upward Bound
Distance Ed
TRIO-DN & EKA

Office of VP of Instruction and Student Development
Administrative Services Areas
Business Office
Community & Economic Development
Maintenance
Payroll
Safety/Security
VP- Administrative Service Area
Residential Life

Presidents Area
Human Resources
IT/TSS
Institutional Research
Marketing & Publications
President's Office
Other Area

	Exemplary	**Satisfactory**	**Developing**
Mission	Aligns with the mission of the college; Identifies the program's impact on the college; Clear and concise	Aligns with the mission of the college; Scope and reach is present but limited; Clear and concise	Fails to align with the mission of the college; Identifies functions of the program but not the greater purpose
Data Analysis – General	Insightful commentary regarding factors that may have contributed to the data outcomes; Analysis lends itself to potential action plans for improvement;	Sufficient explanation regarding district comparison/trend; No comment was required based on the instructions; Possible factors impacting the program were discussed, but it is unclear how they motivate planning actions	Analysis was absent, although required based on instructions (e.g., comparison to district)
Data Analysis – Student Equity Groups	Student equity group differences were clearly identified; Potential factors leading to student equity differences were discussed; Potential actions for improving student equity was discussed;	Equity group differences within the program were identified; Differences compared to the district were identified; Analysis was limited or absent	Equity data indicated large differences across equity groups, but differences were not indicated; Analysis was absent
Assessment	Program improvements evaluated by reflecting on a significant amount of assessment activity that has taken place; Assessment findings are directly linked to specific program changes; Program changes based on assessment findings were evaluated for improvement (loop closed).	Enough assessment activity has taken place such that the program can reflect on what it has learned; Assessment findings are loosely linked to program changes; Future evaluation of assessment driven changes is provided	The amount of assessment activity was inaccurately reported; Assessment findings are not linked to program changes; Insufficient assessment activity completed for the program to reflect on assessment-based changes

r10/24/14

College of the Redwoods
Instructional Committee Evaluation Rubric

	Exemplary	Satisfactory	Developing
Evaluation of Past Plans	Past actions were carried out and evaluated, and their impact is clearly described	Current status of actions taken is clear; Impact of action has not been evaluated, but evaluation plan is included; Clear explanation as to why the action was not completed	Actions taken do not reflect actions from past year; Current action status is unclear; The impact of the action was not evaluated, and there is no plan for evaluation in the future
Program Plans & Resource Requests	Planning actions directly link to stated institutional planning actions; Actions are clearly based on assessment findings; Actions lead to impacts that can be measured; Every resource request has a corresponding action linked to a plan or assessment results	Planning actions are loosely related to institutional planning actions; Planning numbers are listed but action items are not stated; Unclear how expected impact will be measured; Evaluation of the action is discussed, but unclear if it has been incorporated into assessment plan; Every resource request has a corresponding action linked to a plan or assessment results	Institutional plans are not linked to program planning actions; Planning actions are not tied to assessment results; Resource requests are not tied to specific planning action

r10/24/14

College of the Redwoods
PRC Administrative Services Rubric
r11/14/14

	Exemplary	Satisfactory	Developing
Mission	Aligns with the mission of the college; Identifies the program's impact on the college; Clear and concise	Aligns with the mission of the college; Scope and reach is present but limited; Clear and concise	Fails to align with the mission of the college; Identifies functions of the program but not the greater purpose
Assessment	Administrative area outcomes are clear and concise; An assessment plan was carried out and results are clearly presented; Assessment results led to meaningful improvements that are included in the planning section.	Administrative area outcomes are clear and concise; An assessment plan is described, but not fully carried out; and/or indicators may not lead to actionable results Planned improvements are described, but only loosely linked to assessment results.	Administrate area outcomes are not present, lack clarity, or the ability to be evaluated; An assessment plan was absent, or was difficult to understand in terms of clarity or usefulness; Assessment results were absent or were not related to the administrative area outcomes; Improvements are absent, or are unrelated to assessment efforts.
Evaluation of Past Plans	Past actions were carried out and evaluated, and their impact is clearly described	Current status of actions taken is clear; An action may not have occurred but there is a clear explanation as to why the action was not completed.	Actions taken do not reflect actions from past year; Evaluation plan is included, but impact of the action is unclear The impact of the action was not evaluated, and there is no plan for evaluation in the future

Program Plans & Resource Requests	Planning actions directly link to stated institutional planning actions; Actions are clearly based on assessment findings; Actions lead to impacts that can be measured; Every resource request has a corresponding action linked to a plan or assessment results	Planning actions are loosely related to institutional planning actions; Planning numbers are listed but action items are not stated; Unclear how expected impact will be measured; Evaluation of the action is discussed, but unclear if it has been incorporated into assessment plan; Every resource request has a corresponding action linked to a plan or assessment results	Institutional plans are not linked to program planning actions; Planning actions are not tied to assessment results; Resource requests are not tied to specific planning action
	Exemplary	**Satisfactory**	**Developing**

Resource Request TPC and FPC Ranking Rubric

Priority	Score
Required by law, mandate or to support accreditation? (includes life safety and ADA) [100, 0]	100 = required. 0= not required.
Appropriate support and facilities to implement and maintain requested item? [0 or 1]	0 = insufficient support, 1 = sufficient support currently exists. (This is a multiplier column)
Impact on student success? (supported by assessment or achievement data) [0 through 10]	0 = no impact, 5= some impact, 10 = significant impact
Support strategic planning initiatives? (e.g., annual plan, Ed master, strategic) [0 through 10]	0 = no support, 5 = some support, 10 = significant support
Number of students and faculty impacted? [1 through 10]	1 = impacts small program, 10= impacts entire District

REDWOODS COMMUNITY COLLEGE DISTRICT

2017-18 BUDGET CALENDAR

BUDGET PROCESS	**DATE**
Board of Trustees Approval - non resident student fee	January 2017
Governor's preliminary budget proposal	January - Mid - 2017
BPC prioritizes requests from program review	Nov 2016– January 2017
BPC develops preliminary revenue projections and assumptions	January – third week - 2017
Preliminary Budget Report to Board of Trustees	February 2017
District units develop unit budgets	March to April 2017
EC develops Tentative District Budget	March to April 2017
BPC reviews proposed Tentative Budget assumptions	April 2017
First draft of Tentative Budget to the Board of Trustees	May 2017
Budget update to the Board of Trustees	May 2017
Governor's "May Revise"	May – third week - 2017
EC finalizes Tentative Budget	May 2017
Tentative Budget Report to the Board of Trustees	June 2017
State Budget Act Deadline	June 30, 2017
Chancellor's Office releases annual apportionment budgets (Contingent upon timely State Budget Act Approval)	Aug 20, 2017
EC develops Final Budget	Aug – September 2017
Public hearing and Final Budget to Board of Trustees (Contingent upon State Budget Approval 45 days prior)	September 2017
File Final Budget with Chancellor's Office (CCFS-311)	October 10, 2017
Program review staffing requests due	End of October

Note: BPC = Budget Planning Committee; EC = Executive Cabinet