

**Program Review Committee**

April 5, 2018
9:00 am – 11:00am
SS-104

**Notes**

**Participants:** Heidi Bareilles, Cindy Hooper, Diqui LaPenta, Paul Chown, George Potamianos, Mike Peterson, Shemya Vaughan, Stephanie Burres (support), Tony Luehrs, Philip Mancus (telepresence), Ashley Knowlton (telepresence), Katie Schoenfield (telepresence)

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| 1.0 | Vision for Success – Paul Chown | * The Chancellor’s Office had implemented a set of goals for Community Colleges to complete that focus on completion, transfers, reducing unit accumulations, reduce equity gaps, and workforce outcomes.
* On the tab for Program Review Planning “persistence” should be changed to Vision for Success. How are programs meeting the Vision for Success goals?
* Paul can change the text in the template. We need to develop language introducing Vision for Success Goals and/or link to a document that outlines the Vision for Success goals.
* Comprehensive reviews will have to demonstrate support of goals with data. All programs will need to discuss how they are planning around the goals.
* The Committee would like to update the current data analysis fields to align with Vision for Success goals as opposed to creating additional fields.
* Stephanie will develop a 1-page document that describes V4S goals.
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| 2.0 | Program Review Themes to Highlight in Final Report | * Student Services Areas- Please make sure to always include the sample size when running data analysis on your student population.
* Health and Safety issues need to be addressed by district first and shouldn’t be included in program review.
* Infrastructure requests are being ignored and this impacts multiple programs. (DN Library Roof)
* Advisory Committee Board needs to be established for Community Education.
* ~~Addiction Studies needs support. This program might be better supported under the Psych/Soc Area.~~ Frame as issue relating to lack of full-time faculty.
* Identify exemplary program reviews for other departments/programs to follow. (Physical Science and Social Science)
* Add information on Programs we are recommending for Revitalization. DM, RHM, ADCT, BT
* Add themes that show positive trends as opposed to being issue focused.
* Discuss how improved the process is and the success of last year’s process changes (how we evaluate and share the workload) that lead to stronger Program Reviews.
* Discuss V4S goals inclusion in the Program Review process.
* “It is clear that programs are taking the process more seriously and contributing more substantively to the reports.”
* “Hopefully the recommendations of the committee will begin to be integrated into the resource request and budget planning process.” How do we link these processes? The Committee would like to encourage the District to accelerate the process of having the program review inform the budget planning process and support programs that are doing excellent planning work.
* The Committee has realized there may be a need to categorize resource requests: safety, compliance, and facilities. Not all requests can be effectively supported by assessment.
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| 3.0 | Process Improvement Ideas | * Build a Program Review Handbook with clear instructions on what is expected by the author in each section. This can be a Summer project for the Committee chairs.
* Who sends the notification when a comprehensive review is due? The Committee chairs will notify the Deans and Directors of the schedule at the end of the Academic Year and the previous year’s final report. Recommend that new Deans and Directors receive information on Program Review during the onboarding process.
* Prioritize review of Instructional Program so that our feedback can be available sooner for the resource request decision making process.
* Including program review criteria on the BPC rubric.
* We request BPC consult us on our process and how we evaluate programs and analyze and aggregate program data.
* Request feedback from the College community on how we can align the program review process with the needs of budgeting and other planning processes.
* One of the PRC Chairs sit on the BPC
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