

College of the Redwoods
Program Review Committee
Friday, September 25, 2015 Meeting
Summary Notes

Present: Brady Reed, Cindy Hooper, Mike Peterson, Lorraine Pedrotti, Angelina Hill, Hillary Reed, Crislyn Parker-support

1. Welcome Back:

a. Member Update: Student representation is difficult; ASCR doesn't have a large enough base, so PRC will have not student representation this year. Cindy will be unable to participate in the spring. The committee is still waiting for a math faculty representative.

b. Committee Handbook: Will be updated to include CSEA representation.

2. Templates Review:

2.1. Comprehensive:

2.2. Annual:

- *(also under Executive Summary Item 5)* Discussion that some authors are confused on what to include in the planning section, and to revise instructions to clarify.

3. Review Constituency Membership/Representation, Role and Operating Agreement of the PRC:

- The role of the PRC is to ensure processes are being met and resource requests are tied to assessment and institutional planning. Program review completion deadline is 10/31, but individual VPs need a deadline. These will be posted on the Program Review site, along with the 3-year annual/comprehensive calendar. Cabinet is discussing a SARTCO MOU to allow associate faculty to sit on three planning committees, one being the PRC.

4. Process & Calendars:

4.1. Review Program Review Process:

- Brady provided a synopsis of the PRC process to new members.
- The committee discussed ensuring resource requests are tied to assessment during the prioritization process, especially for service area reviews. Agreed there are some operational expenses that do *not* need to be directly tied to assessment.

4.2a. Review Instructional Rubric:

4.2b. Review Student Development Rubric:

4.2c. Review Administrative Services Rubric:

- Discussion and agreement to add a "not satisfactory" column. Items that should need further elaboration or inclusion in the program review will be noted and sent to deans/directors for immediate revision/completion. This will be done for developing items as well. Committee discussed allowing authors to resubmit feedback after having an opportunity to address deficiencies, but this may not be possible.

4.3. Review Annual/Comprehensive Calendar:

- Corrections will be made to the comprehensive/annual calendar.
- CalWORKs and TRIO will be added to Student Services.

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4.4. Review/Update Committee Meeting Calendar

- Slight revisions will be made reflecting the annual vs. comprehensive sub-committee requirements. Agreed that each sub-group will submit a synopsis to Crislyn on the Wednesday prior to each meeting.

5. Standing Item: Executive Summary Items:

- Revising template instructions to clarify the requirements of the planning section.

6. Standing Item: ACCJC Matrix:

- IB5 – evidence is reflected in the work done and included in each program review.
- IB6 – evidence: special population's data is included in instructional comprehensive instructional program review and has been added to service area reviews. PR authors need to discuss any gaps found in assessment. Angelina will suggest the student equity committee look at program reviews for equity issues. IEC will peruse reviews to determine a common theme to include in the institution annual plan.
- IB9 – area in which program review is still problematic: integrating resource allocation that is consistent and transparent into a program review process for all areas. Agreed to invite the BPC co-chairs to the 10/23 meeting for collaboration.
- IIA16 – weighted area is “regardless of delivery;” evidence is non-credit and DE programs. DE met with Assessment to ensure online classes are evaluated at same pace as face-to-face and quality issues are included.

7. Other/Future Agenda items:

- Discussion on how to review the ADTs will be future agenda items. It is noted that Datasets would still be by subject, but completions and majors would be specific to each ADT.
- Invite the President: Standard IB9 and tying purchases to program review (10/9)
- Invite BPC Co-chairs (10/23)
- Membership status

Adjourn

Next Meeting: *October 9, 2015*