

College of the Redwoods
Program Review Committee
Friday, October 9, 2015 Meeting
9am – 11am, Boardroom
Agenda

1. Call Meeting to Order
2. Approve Notes from September 25, 2015
3. Status of Membership (Changes/Updates)
4. Process & Calendars:
 - 4.1 Rubric Update Status
 - 4.2 Updated PRC Committee Calendar
5. ADT Program Reviews-Discuss Format
6. Standing Item: Executive Summary Items
7. Standing Item: ACCJC Matrix
8. Other/Future Agenda items
 - Invite BPC Co-Chairs 10/23 Meeting

Adjourn

Next Meeting: *October 23, 2015*

CCC Confer:

Phone: 888-886-3951

Participant passcode: 637968

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*

2015-16 Program Review Committee Detailed Calendar:

Date	Task/Grouping	Member Task
9/25/15	Review of calendars, membership, rubrics, etc.	Committee
10/9/15	Overview of process/annual calendar Keith: Standard IB9; BO Reviews	Committee
10/23/15	TBD	Committee
11/13/15	<i>Student Development Reviews:</i>	Program Information/Data: Assessment: Planning:
	Advising & Counseling ASC Athletics Child Development Center DSPS Enrollment Services (Admissions, Fin, Aid, Vets) Library Residential Life Special Programs (EOPS/CARE) Upward Bound VPISD (baseline/new template) (11)	
12/11/15	<i>Administrative Reviews:</i>	Program Information/Data: Assessment: Planning:
	Business Office Community & Economic Development Maintenance Payroll Public Safety VP-Administrative Service (6)	
	<i>President's Area Reviews:</i>	
	Human Resources IT/TSS Institutional Research Marketing & Publications President's Office (5)	
1/22/16	<i>Annual Instructional Reviews:</i>	Program Information/Data (<i>data for comprehensive programs only</i>): Assessment/Evaluation of previous plans: Planning/Resources:
	Addiction Studies Administration of Justice Agriculture Auto Tech Behavioral & Social Sciences Business Tech CIS Dental Assisting Digital Media English/Reading (10)	

2014-15 Program Review Committee Detailed Calendar:

Date	Task/Grouping	Member Task
2/26/15	<i>Annual Instructional Reviews (cont'd):</i>	Program Information/Data (<i>data for comprehensive programs only</i>): Assessment/Evaluation of previous plans: Planning/Resources:
	Forestry/Natural Resources GS/Guidance Health, PE Humanities LVN Manufacturing Technology Math Non-credit/adult education Physical Science Restaurant Hospitality Management (10)	
3/11/15	<i>Baseline Reviews:</i>	Program Information/Data (<i>data for comprehensive programs only</i>): Assessment/Evaluation of previous plans: Planning/Resources:
	<i>Distance Education</i> – Baseline (Service Area Planning: Review) (1)	
	<i>2015-16 Comprehensive Reviews:</i>	
	Biology/Environmental Science Business/Econ Construction Technology Drafting Tech (4)	
3/25/15	<i>2015-16 Comprehensive Reviews (cont'd):</i>	Program Information/Data (<i>data for comprehensive programs only</i>): Assessment/Evaluation of previous plans: Planning/Resources:
	ECE Fine Arts Fine Woodworking Paramedic RN Welding Technology (6)	
	Finalize any late/missing reviews Wrap up current PRC Processes Begin Executive Summary Discussion	
4/8/15	PRC membership requirements updates for Senate and CSEA Continue Executive Summary Discuss Template Revisions Discuss Process Revisions	
4/22/15	Executive Summary Completed, Approved Discuss Matrix Items for posting Program Template Revision Consensus	