

College of the Redwoods  
Program Review Committee  
Friday, October 23, 2015 Meeting  
9am – 11am, Boardroom  
Agenda

1. Call Meeting to Order
2. Approve Notes from October 9, 2015
3. IB9 Discussion
4. Membership Updates (if any):
5. ADT Program Reviews-Discuss Format
6. Standing Item: Executive Summary Items
7. Standing Item: ACCJC Matrix
8. Other/Future Agenda items:
  - Invite President/VPAS
  - Invite BBC Co-Chairs

Adjourn

Next Meeting: *November 13, 2015*

**CCC Confer:**

Phone: 888-886-3951

Participant passcode: 637968

College of the Redwoods  
Program Review Committee  
Friday, October 9, 2015 Meeting  
Notes

**1. Meeting Called to Order.** Present: Joe Hash, Cindy Hooper, Mike Peterson, Lorraine Pedrotti, Hillary Reed, Crislyn-Parker-support

**2. Approve Notes from September 25, 2015:** Approved as stand.

**3. Status of Membership (Changes/Updates):** None at this time. Joe will revisit the need for faculty membership with the Academic Senate, as well as inform them Cindy will be on Sabbatical for the spring semester.

**4. Process & Calendars:**

***4.1 Rubric Update Status:***

- Decision that instead of adding a whole new column to the rubric, the “developing” column will the language, “needs clarification” and “there is insufficient information in the program review to determine whether proper evaluation is taking place....” and submit to the deans for follow-up.

***4.2 Updated PRC Committee Calendar:***

- Program reviews are due to the Committee by 10/31; the VPISD has a soft deadline of 10/22-contact him regarding any necessary extension.
- PRC authors will not evaluate their own program review or one in which there might be a conflict of interest.
- Discussed Veterans should do their own program review. Joe will confirm.
- Evaluation assignments (mostly) completed. A written evaluation is due to Crislyn by the Wednesday prior to that week’s meeting.

**5. ADT Program Reviews-Discuss Format:** Move to future meeting.

**6. Standing Item: Executive Summary Items:** N/A

**7. Standing Item: ACCJC Matrix:**

- Committee agreed to invite Keith and maybe Lee to discuss how basic infrastructure items are funded and how these non-program review requests are tied to funding, in keeping with IB9. Joe will speak with Keith.

**8. Other/Future Agenda items**

- Invite BPC Co-Chairs 10/23 Meeting
- Invite Keith to discuss IB9 and issues surrounding

Adjourn

**Next Meeting:** *October 23, 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	<b>Student Development Reviews:</b>	Program Information/Data: <i>Hillary Reed</i>  Assessment: <i>Mike Peterson</i>  Planning: <i>Lorraine Pedrotti</i>
	Advising & Counseling ASC Athletics Child Development Center DSPS Enrollment Services (Admissions, Fin. Aid, Vets, CalWorks) Library Residential Life Special Programs (EOPS/CARE) Upward Bound VPISD (baseline/new template) (11)	
12/11/15	<b>Administrative Reviews:</b>	Program Information/Data: <i>Joe Hash</i>  Assessment: <i>Cindy Hooper (Joe will do Marketing &amp; Research)</i>  Planning: <i>Brady Reed</i>
	Business Office Community & Economic Development Maintenance Payroll Public Safety VP-Administrative Service (6)	
	<b>President's Area Reviews:</b>	
	Human Resources IT/TSS Institutional Research Marketing & Publications President's Office (5)	
1/22/16	<b>Annual Instructional Reviews:</b>	Program Information/Data ( <i>data for comprehensive programs only</i> ): <i>Lorraine Pedrotti</i>  Assessment/Evaluation of previous plans: <i>Mike Peterson</i>  Planning/Resources: <i>Brady Reed</i>
	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	<b><i>Annual Instructional Reviews (cont'd):</i></b>	
	Forestry/Natural Resources GS/Guidance Health, PE Humanities Licensed Vocational Nursing Manufacturing Technology Math Non-Credit/Adult Education Physical Science Restaurant Hospitality Management (10)	<b>Program Information/Data (data for comprehensive programs only): (Cindy's replacement)</b>  <b>Assessment/Evaluation of previous plans: Hillary Reed</b>  <b>Planning/Resources:</b>
3/11/15	<b><i>Baseline Reviews:</i></b>	
	<i>Distance Education</i> – Baseline (Service Area Planning: Review) (1)	Program Information/Data (data for comprehensive programs only): Joe Hash  Assessment/Evaluation of previous plans: Mike Peterson  Planning/Resources: Joe Hash
	<b><i>2015-16 Comprehensive Reviews:</i></b> Biology/Environmental Science Business/Econ Construction Technology Drafting Tech (4)	Assessment/Evaluation of previous plans: Mike Peterson  Planning/Resources: Joe Hash
3/25/15	<b><i>2015-16 Comprehensive Reviews (cont'd):</i></b>	
	ECE Fine Arts Fine Woodworking Paramedic RN Welding Technology (6)	Program Information/Data (data for comprehensive programs only): Lorraine Pedrotti  Assessment/Evaluation of previous plans: Brady Reed  Planning/Resources: Hillary Reed
	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	

## **2014-15 Program Review Committee Detailed Calendar:**

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