

**College of the Redwoods  
Program Review Committee  
12/10/2016, SS 104, Time, 9am-11am  
Agenda**

**1. CALL MEETING TO ORDER**

**2. REVIEW/APPROVE 10/28/16 NOTES**

**3. ACTION ITEMS:**

**3.1 Program Review Evaluations:**

- Business Office
- Community & Economic Development
- Distance Education
- Maintenance
- Payroll
- Safety/Security
- VP- Administrative Service Area
- VP Instruction and Student Development
- Human Resources
- IT/TSS
- Institutional Research
- Marketing & Publications
- President's Office
- SEP (Student Equity)

**3.2 Reminder:** Per the internal review calendar, please review the sections assigned to you and input your comments directly into the program review. *Use the Administrative Services Rubric.* You may also make notes to bring with you to discuss your findings with the committee. The committee will discuss each review together and make any revisions to the PRC comment sections, prior to submitting to the authors. Please contact Crislyn with any questions. Be sure you only "save my work;" DO NOT use the submit button.

**4. UPDATES:**

**5. DISCUSSION ITEMS:**

**6. STANDING AGENDA ITEM: EXECUTIVE SUMMARY**

**7. OTHER/FUTURE AGENDA ITEMS**

*Next meeting: January 26, 2017*

*"When the finger points at the moon, the fool looks at the finger." (Unknown)*

**CCC Confer:**

Participant Passcode: **147386**

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**College of the Redwoods  
Program Review Committee  
11/16/2016, SS 104, Time, 8am  
Notes**

**1. MEETING CALLED TO ORDER:** *Present:* Joe Hash, Brady Reed, Mike Peterson, Kristin Chorbi, Phil Mancus, Crislyn Parker- support     *Absent:* Cindy Hooper

**2. REVIEW/APPROVE 10/28/16 NOTES:** approved as stand.

**3. ACTION ITEMS:**

**3.1 Program Review Evaluations: Completed**

- Advising/Counseling
- ASC
- Athletics
- Child Development Center
- DSPS – *Exemplary Program Review in most categories*
- Enrollment Services (Admissions, Financial Aid)
- Library- *Exemplary Review of Previous Plans and Planning*
- Special Programs (EOPS/CARE)
- CalWORKs
- Upward Bound
- Distance Ed – *submitted on an administration service area template; moved to December 9 meeting for evaluation.*
- TRIO-Eureka
- Veterans – *Exemplary on most sections.*
- Residential Life

**4. UPDATES:**

**5. DISCUSSION ITEMS:**

5.1 Brief discussion on opening templates for the next program review cycle: the committee felt it is too soon to do this now, but suggest waiting until the committee has had the opportunity to complete the cycle, or most of it, in the event of recommended template and rubric changes.

**6. STANDING AGENDA ITEM: ACCREDITATION EXECUTIVE SUMMARY NOTES:**

6.1 Planning Tab: Student services areas are still using resource requests as their “plan;” planning needs to be broader and if resources are required, then they become part of the planning process.

6.2 Remove *Resource Requests* from rubrics, under *Program Plans & Resource Requests* (automatically tied to planning).

6.3 On Student Services Template, section 4, Evaluations of Previous Plans: remove the (if applicable) option. Something should be written even if is only to state they requested or did not receive resources for those plans, or that there was no direct contribution, etc.

6.4 There may some slight realignment of the rubric, following completion of the Program Review process.

**7. OTHER/FUTURE AGENDA ITEMS**

*Next meeting: December 9, 2016*

*“When the finger points at the moon, the fool looks at the finger.” (Unknown)*

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

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

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