**Program Review Committee**

**12/8/2017**

**SS 104, Time: 9:00am**

**Minutes**

**Present:** Cindy Hooper, Brady Reed, Kris Corbi, Anibal Florez, George Potamianos, Shemya Vaughan, Stephanie Burres (support), Diqui LaPenta (telepresence), Philip Mancus (telepresense)

1. CALL MEETING TO ORDER

2. REVIEW/APPROVE 11/17/2017 NOTES

* Philip would like a small change to the quotations in bullet-point
* Notes approved unanimously as amended.

3. ACTION ITEMS:

3.1 Program Review Evaluations:

* Is it important that Administrative Services complete a review? Is this the best process?
* VP signature is not entered for some of the reviews which shows a lack of departmental oversight. We would like to unlock our comments from today’s meeting in order to include a comment about the missing VP’s signature.
* Concern on over reliance on survey data for evidence in administrative program reviews. How can we utilize IR moving forward to improve the quality of our data.
* **Business Office**
* No author listed.
* Overall review was less comprehensive than last year. They tied their planning and activities to Board policies, not to the larger institutional plans (College Mission, EMP, Strategic Plan, etc.)
* Do we incorporate the known FCMAT and ACCJC findings in our evaluation of their program, or only what they provided in the review? Only what they provided in the review.
* Our rubric, needs to state that resource requests should not be stated as plans in and of themselves.
* **Community Education/Contract Training/ Cooperative Education**
* Well done. Data was anecdotal and section 3.2 was not filled out. Planning section was good and shows a good foundation to be based on assessment data.
* **Distance Education**
* Administrative services do not have data analysis. There is a questions about the claim that DE provides access to courses that meet the needs of students who cannot enroll in traditional courses. How is “cannot” supported by data.
* **Maintenance**
* Only planning information was completed.
* **Payroll**
* No significant discussion
* **Safety/Security**
* A lot of improvements and planning was evident in their review but that planning was not detailed.
* **VP- Administrative Service Area**
* Showed improvements and met most of the rubric requirements. They indicated collection of data and assessment but did not meaningfully link it to their planning processes.
* Not signed by VP- who would sign this now?
* **VP Instruction and Student Development**
* Exemplary and satisfactory rating, shows an appreciation of data but some inefficiencies in connecting data and outcomes.
* **Human Resources**
* Shows improvements from last year.
* **IT/TSS**
* No author or VP signatures.
* Planning section 3.1 is blank- previous program review has information about how they were routing their requests through VPAS, but that did not transfer for this year. They still should have taken the time to reflect on those plans. Overall the PRC should encourage redundancy in information as opposed to simplification.
* The following 4 program reviews will be pushed to the meeting following the break.
* **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. You may also make notes to bring with you to discuss your findings with the committee. The committee will discuss each review together and revise the PRC comment sections, prior to submitting to the authors. Please contact Stephanie or Brady with any questions. Be sure you only “save my work;” DO NOT use the submit button.

4. NEXT WEEKS REVIEW ASSIGNMENTS:

4.1 Institutional Research

Marketing & Publications

President's Office

SEP (Student Equity)

Instruction Reviews:

* Administration of Justice/Basic Academy
* Business/Technology
* Drafting Technology
* Early Childhood Education (ECE)
* English, Reading
* Fine Arts
* Forestry/Natural Resources (FNR)
* Health, PE, Athletics
* LVN
* Manufacturing Technology
* Welding Technology
* Restaurant and Hospitality Management

5. OTHER/FUTURE AGENDA ITEMS

*Next meeting: January 26, 2077, 9:00am – 11:00am SS-104*

**CCC Confer:**

http://cccconfer.org/GoToMeeting?SeriesID=9f72ef30-de1e-4ced-b309-0ac988cf218c

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