Program Review Committee

Minutes 1/22/2020

Prepared by Nadiyah Taylor and Karin Spirn

In attendance:

**Possible change to Spring submission of Program Reviews**

Need to decide by our next PRC meeting if want to change the process, go to the IPEC meeting for approval. Division summaries due Fall 2021 so the information IPEC uses would be based on 19-20 needs. We need a lag between when the semester ends, data is available and when resource requests can happen. Fall 2019 PRU actually sets the budget that will be released in spring 2021.

Questions:

* How much do things change from year to year? Things like SCIFF can be problematic for delays in the data was used
* Local departments are also facing different challenges so that could also be a problem with a delay in working on older data
* May not be as much of a problem from ACCJC so long as we are clear that the process does actually work for the college - most meaningful for us
* Can’t run data until all grades for a semester are entered

The focus on determining the due date really should be on getting the information from the PRUs so that the information is really used

Decision: keep with current timeline, due in October for writers (all approved)

Continue to try to streamline the process since we keeping it in the fall.

Work with allocation committees to allow for documentation from past or UPCOMING program reviews.

Could all committees have their templates ready by end of spring? Maybe college council can work on this.

**Suggestions for 2020 Template**

One division would like the form to be shorter; let people use lists versus a narrative; this is optional- how much writing is needed - include in the directions

Have people focus on distilling the highlights and prioritize what’s happening in the discipline

One suggestion was to leverage the form the dean uses - have used this kind of form before and people were frustrated and tend to write in all the boxes and leads to a lot of redundancy

Maybe change the language of the questions to move away from words like describe to things like highlight or list.

Idea: Maybe create an addendum form so that it can be updated between writing the fall program review and the current issue.

If you use google docs you can go back and see the revision

Accomplishments

Plans

Challenges

**Other Possible Changes for 20-21 Program Review Process**

* Maybe have a separate form for CTE programs and Student Services
* Sean (Equity Director) can work with groups to work on the section about equity - Karin and Sean work on an addendum template for this one section to get it on record what you’re doing
* Clarify which committee each section of the Program review the data will be given to
* Include any outside agencies/boards the governs your work; anything unique