

## PRC Minutes 8/28/19

Prepared by Nadiyah Taylor

### Attendees:

- Collin - Librarian
- Stuart M - Dean, SLPC
- Nadiyah - ECE
- Dana - Biology
- Maureen - English
- Mary - Work-based learning
- Peter K - graphic design
- Barav - Math
- Irena K. - Psychology
- VP Whalen (Academic Services)

### Review Charge and membership

- Can be found under the Program Review Committee link on the PR webpage
- Plans to update the past agendas and minutes this year - no consistent note-taking support
- We now report to Academic Senate as well as the Institutional Planning and Effectiveness Committee (to help integrate into college planning processes)
- Requested term of two years

### Voting Membership

Two VPs are listed to serve on this committee - could it be a designee? Other committees wanted a standing designee so would have a relationship with that person; list in the list of members -

#### Approved by the group

- We make decisions by consensus, rather than votes on items

### Purpose and Process

There is an FAQ link for the process and purpose

Note: Link of programs who have traditionally written PRs broken under Who needs to write a program review in FAQs

## Purpose:

- part of college planning
- used to describe and advocate for the program (although it is not a vehicle alone for making requests)
- required by ACCJC to use Program Reviews for ongoing planning and evaluation.
- The FAQ also identifies how the PR is used and who reads it.

## Process:

- Fall - the committee spends most time reading and summarizing reviews
- Spring - develop the form and process for the following year
- Can find the timeline on the PR homepage
- Due 10/21, EOD - can choose to meet with their Deans also for questions, etc.; Karin can answer questions
- Sent to PR chair and then posted online on a draft webpage
- Assigned to readers and a division to read for - connect with Dean of the division to write the Division Summary (usually read in a division not their own)
- Readers make a suggestion if needed to help strengthen the reviews
- One reader will be assigned to put all the comments together in the document for the Dean
- Division summary sent to Division for feedback (mid-Feb)
- Sent to Planning committees after

## Review of Template for 2019

- The template is new every year
- A note was added that the PR is not in itself a vehicle for making requests
- Contains a glossary of terms (related to the identified themes on the form)
- Focuses on the current academic year but also be used for plans in the next academic year
- There are 4 sections of the document; parts 1 (reflection) & 2 (current topics) are most pertinent to the role of PR, the last 2 (curriculum review and CTE updates) are “special topics” for this review cycle; programs can skip part 1 every 2 years - Part 1 goes most directly into the Division Summary
- Some questions have checkboxes in grey that connect to the identification of themes that will ultimately be used when writing the Division Summary
- There are links to the data packets and the dashboard (program or course-level success) at the program level you can see rates by demographic measures - success is passing the course with C or higher, pass, or credit
- Added uncomplete plans
- Add some reflection on the impacts of challenges/successes on students

- Updated (removed) some of the SLO questions
- Section added on SCFF this year to capture college-wide ideas
- Section added on Student Equity and Achievement Program to have programs reflect on equity and disproportionately impacted groups of students - getting 80% or less as compared to the highest performing group

## PR Workshops for Fall

Dates are posted on the PR page

To meet and discuss the review process and get help

Held in the TLC

Vicki Shipman will be able to attend to help CTE programs also

\*\* Our committee may cancel both meetings in September \*\* for sure no 9/11 meeting

Karin will send a reminder/confirmation about the status of the 9/25 meeting

DE committee may want to add questions for the next PR review - discuss in Spring 2020