MISSION
The College of the Redwoods’ Program Review Committee (PRC) leads and facilitates authentic assessment as it relates to student success and planning at the institution for all subject and service areas. The committee reviews Annual and Comprehensive Program Reviews that provide the strong foundation upon which College of the Redwoods develops, identifies, states and documents quality improvement plans and goals including providing the direction of prioritization of funding, and support needs as organized under the strategic planning objectives.

VISION
- The purpose of the Program Review Committee is to review and evaluate unit annual and comprehensive program reviews documents for all subject and service areas.
- PRC finalizes each program review or annual planning document with an executive summary for the Integrated Planning Functional Committees (IPFCs) and for the District.
- PRC also reviews the Integrated Planning Model process in conjunction with the Coordinated Planning Committee.

SCOPE
The PRC is responsible for the following:

- The sequence, notification and evaluation of Comprehensive and Annual program reviews documents
- The format for program reviews, to include an evaluation of (1) program/unit goals and purpose, (2) program description, (3) program effectiveness, (4) recommendations and planning for program improvement, (5) course/discipline/program PLOs/SLOs and assessment, (6) student achievement data, and (7) actions taken since last program review
- The identification and provision of appropriate institutional research data and support for the programs and units being reviewed
- The calendar of program review activities
- The forwarding of program review subcommittee summaries and executive summaries; and
- The forwarding of the Program Review Committee executive summaries, Comprehensive and Annual “tear outs” to the appropriate Integrated Planning Functional Committees

MEMBERSHIP
The PRC is a representative group that makes recommendations about the content of Annual and Comprehensive program review documents as well as disseminates data to the various integrated planning committees. The PRC includes a cross sectional representation
of employee groups as well as student representation (if identified). The Committee is led by two Co-Chairs—Vice President of Student Services and a Vice President of Instruction.

Program Review committee memberships of faculty, staff and students are made in two-year alternating appointments to provide continuity and ongoing history for the Committee. Each member has the responsibility to attend each meeting and adhere to the committee’s rules. Members with 3 absences in a semester may be replaced by the appropriate constituent group. Members are responsible to disseminate committee information to their respective constituents.

Seven Administrators (Vice Presidents or designee from Student Services and Instruction), Dean of Academic Affairs, Dean of Distance Education, Dean of Career and Technical Education, Dean of Del Norte Campus, and Dean of Mendocino Coast Campus.
9 Faculty appointed by Senate
2 Managers/Directors
1 Classified Staff appointed by the CSEA
Director of Institutional Research
1 Student appointee
21 Voting members
Resource Table: IR representative, Title III Activities Director (Non voting members)

**Membership Responsibility**
Each member has the responsibility to attend each meeting and adhere to the values and rules governing the committee’s decision making process. Members with 3 absences in a semester may be replaced by the appropriate constituent group. Members are responsible to disseminate committee information to their respective constituents.

**Meetings**
Meetings will be set by consensus process but will normally meet every week. The regular meeting calendar for the academic year will be set at the first meeting in October additional meetings will be set as necessary to ensure that planning work is completed according to the planning cycle timeline.

**Decision Making Process and Basic Committee Rules**
The PRC will make decisions based on consensus. The membership shall:
- Put students’ needs above everything else
- Have an open perspective as well as demonstrate fair-mindedness
- Express opinions in ways that preserve integrity, develop mutual understanding, and promote collaboration
- Listen to all the facts and available information from different sources before making judgments and decisions
- Be sure all perspectives are heard
- Use time efficiently and stay on task
• Take advantage of the opportunity to communicate, to learn from each other and to collaborate
• Use approaches that are flexible, educationally sound, and evidence based.
• Accept and support consensus of decisions voted upon as final without ongoing subsequent revisions. Recommended revisions will be put into a file for periodic updating

Planning Principles
The PRC embraces the following planning principles:

1. The planning process and the plans that it yields will be learning-centered and will support the quality of the College.
2. The planning process will be collaborative by operating within the collegial consultative structure and ensures broad-based participation and by providing a means for stakeholder groups to be heard and to influence the plan.
3. The process will build trust through effective communication and negotiation, by making it safe to identify and challenge assumptions and by supporting agreements on shared values.
4. The process will be meaningful in that it will help the College to establish a vision of the future.
5. The process will be data-informed, using qualitative and quantitative data, routinely reviewed as the plan is implemented, with the aim of continuous improvement.
6. The process will have a clear cycle of activities, with a beginning and an end, and timed and structured to coordinate well with WASC/ACCJC accreditation requirements.
7. The process will be as simple as possible while yielding a viable plan and integrating planning into permanent governing structures and college-wide meetings.
8. The process, its language, its products, and the results of the plan will be communicated to all employees internally.
9. The process will be truly comprehensive, and will have clearly assigned roles for individuals and groups, including students.

Communication
The PRC is committed to a collaborative process with many opportunities for involvement of those within the college. Throughout the planning process, the PRC will hold meetings, consultations with key constituencies, discussions with integrated planning committees, and the senior leadership team, all of which combine to enable broad based participation in the various phases of program review evaluation and general planning.
The PRC will share its reports, planning documents, and recommendations with the various integrated planning committees as well as the College of the Redwoods. Information and recommendations generated by the IPC’s will be shared with the Coordinated Planning Committee in the form of annual plans.

**Planning Process Activities and Outcomes**
The Program Review Committee:

**Planning Calendar**

**Fall Semester 2009**

**Spring Semester 2010**

**Fall Semester 2010**

**Spring Semester 2011**

**Fall Semester 2011**

**Spring Semester 2012**