Program Review Committee
Friday, October 25, 2013, 9a – 11a
Board Room

Present: Joe Hash, Cheryl Tucker, Barbara Jaffari, John Johnston, Dana Maher, Dave Bazard, Jon Pedicino, Angelina Hill, Phil Freneau, Hillary Reed, Mike Cox, Anita Janis, Tanya Smart, Crislyn Parker-support

1. Approve Notes from October 11, 2013: Approved as stand.

2. Discuss Process for Authors to provide Feedback to the PRC:
   2.1. Discussion and consensus to proceed in the following format:
       a. Three members identified to review the data, assessment and planning sections will submit a written summary to the committee on the Wednesday prior to the next PRC meeting
       b. The committee will discuss and review the comments during the meeting
       c. The approved summary will be sent to the Deans the same day or within two or three business days of the meeting, requesting the Deans to provide it to authors within two days. Dean will note in their email that authors may provide an optional written rebuttal, which will become an addendum to the program review; unless there is an error of fact, which then the PRC will correct the summary to reflect the error
       d. This process will be evaluated at the end of the year in the executive summary
   2.2. The committee discussed this matter in depth, as well as the role of the PRC in the AP 4021 Prioritization process. Clarification is that the committee, as a group, reviews the program data and assessments, and will note in the review, based on the data, if the program seems to be struggling in key areas. The committee does not initiate the Program Analysis Request (step one in the revitalization process-see AP 4021 attached), but remains an evaluative body commenting on the seeming health of the program based on the data and program review authors comments.

3. FYE Program Review: Add to Instruction Programs on PRC Calendar (tentatively the January 24, 2014 group) - Agreed

4. Overview of Updated Program Review Web Pages
   - Angelina provided a brief overview of web page changes, especially the program review committee and process sites
   - IR is revising inside.redwoods so all committee pages have the same look
   - Because of the template format, agendas and notes must be entered top down (oldest date first)

5. Standing Agenda Item: Executive Summary Items:
   - Program review due dates in the fall, so as not to fall during mid-terms.
   - Revisit the feedback process and summarization process.

6. Informational:
   6.1 The instructional program review submission due date has been extended to Friday, November 8, to allow for more widespread faculty participation in the process. Vice President Lindsey concurred with this decision. Although the deadline was extended, the Deans have the option of submitting their reviews on October 31 if they’re ready.
   6.2 Measure Q Project Funding Resource Requests (see email, Lee Lindsey) and Program Review

7. Other Discussion Items:
   7.1: Two PRC Faculty Members to Participate in Faculty Prioritization, (tentatively) Saturday, November 23, 2013 (9am - 12noon) John Johnson-(will check schedule), Marci Foster, Hillary Reed will be aback up; Tanya Smart volunteered to be a site faculty (at-large).

Future Agenda Items
- Accreditation/Ed Code for Comprehensive Program Reviews: requirements and examples
- Tanya participating in the spring, while not on contract