Program Review Committee
Friday, November 8, 2013, 9a – 11a

Summary Notes

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

1. Approve Notes from October 25, 2013

2. Standing Agenda Item: Executive Summary Items
   - Data section: clarify observation column instructions
   - Request Indicators remain consistent for several years to provide consistency
   - Instruct authors to clarify assessments to an audience with no knowledge about the program. Explain large differences in indicators.
   - Require authors to review previous year PRC summary
   - Service area assessment work is difficult for committee
   - Notable changes instructions: request authors to comment on trends from one year to the next.
   - Prepopulate program review template with PRC feedback from PRC.
   - Include, and link to planning, in-house staff needs in the resource request process, (e.g. IT install software updates).

3. Evaluate Student Development Program Reviews:
   - Completed Advising and Counseling, ASC, Athletics, DSPS, Enrollment Services, Library, Residential Life, EOPS/Special Programs
   - Moving CDC, Upward Bound, and VPISD to the November 22 meeting

4. Other Discussion Items:
   - Marketing & Public Relations Administrative Program Review was granted an extension to November 15; also extended all Administrative review due dates to November 15th.
   - Discussion on what the goal of the committee is with regards to Student Development. Documents should be useful for the institution to determine the standing of a program, and to allow the program to make improvements internally-discussed maybe process should be more like curriculum where reviews are posted online and comments can be fed back to authors to meet our internal standards.
   - Not just including an indicator, but analyzing/evaluating it.
   - Discussion that the PR Committee comments need to be tied to the process, e.g. tied to improvement to assessments or resources.

Future Agenda Items
- Accreditation/Ed Code for Comprehensive Program Reviews