Program Review Committee
Friday, September 27 2013, 9a – 11a

New location: SS 104 (Counseling/Advising Conference Room)

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

1. Approve Notes from Previous Meeting: Approved as stand

2. Discussion on Grouping and Program Review Areas
   2a. Grouping Change Request:
      - Move History to Humanities
      - Leave Art and leave AAT degrees for present
         - The Dean’s Council discussed the groupings and felt it would be better to align program review grouping with the new divisions: history needed to move to humanities and art should stay with fine arts, for consistency sake. Angelina has moved history to humanities for data sets. Program review groupings are not by degree, but by discipline.
      - Joe will ensure the Deans are apprised of this.
      - The committee had an extensive discussion on whether the whether programs up for revitalization should submit a program review. It was suggested and agreed to recommend those programs wait to submit their review until the 4021 process has been completed, pending approval from the VPISD and President. Resolution of this will be brought to the October 11 meeting.
      - Clarification of the 4021 process, as concerns the PRC is needed.

3. Fall 2013 and Spring 2014 Program Review Process and Timeline
   a. Dates/calendar
      - Faculty and Staff Resource Requests Submissions
         - Forms will be submitted to Faculty Prioritization and HR during the first week of November.
      - PRC Review Committee Schedule - Student Services, Admin Services and Instructional Reviews:
         - After discussion, it was agreed that the student development reviews will be evaluated first; then move to instruction program reviews and finally, administrative services reviews.
         - The co-chairs will work with the calendar groupings, based on today’s discussion, and present a draft at the October 11 meeting for final consensus, pending resolution of the five programs sent to the AP 4021 Program Revitalization and Discontinuation process.
      - Discuss Process and Identify Members to Review Specific Sections of Instructional Reviews
         - Moved to the October 11 meeting.
      - Executive Summary Completion (prior to end of academic year); ensuring we complete by end of year
The executive summary will be drafted as the committee evaluates the reviews, leaving only finalization at the end of the year.

- Spring Committee Member Changes
  - A new database of committees, membership, terms and representation is being finalized and will be available to all; searchable by either person or committee. The need to notify the Senate of membership updating will be a simple notification by the PRC support.

- Template Revision Discussion and Consensus (prior to end of year)
  - Will be discussed at the April 25 meeting, and agreement that if the PRC needs extra time, the schedule will be adjusted accordingly. Template improvements can also be tracked during the year.

4. Other/Future Agenda Items

  4.1 Other: Program review templates and resource request documents, instructions and due dates will be on new Program Review web pages dedicated solely to process (http://redwoods.edu/programreview). The Program Review committee page will remain on inside.redwoods.

  4.2 Feedback: Did SS 104 work better for phone participants? Yes, somewhat, but the committee at large feels the boardroom is a better venue for meeting. No resolution, but will move back to the boardroom and work to use mics better.

  4.2 Future Agenda Items:
  a. Instructional grouping review dates-draft to committee for approval
  b. Discuss Process and Identify Members to Review Specific Sections of Instructional Reviews
  c. AP 4021 programs - Current review required or not
  d. Comprehensive reviews: State and accreditation requirements. Review the past 5-year calendar and make a recommendation. The committee discussed whether there are state and accreditation requirements. Annual program reviews are grouped around subject areas, and comprehensives around degrees and certificates.