College of the Redwoods  
Program Review Committee  
Friday, October 24, 2014 Meeting  
9am – 11am, Boardroom  
Agenda

1. Approve Notes from Previous Meeting:

2. Rubric, Process of the PRC in reviewing Annual and Comprehensive Program Reviews:

4. Calendar changes, if any:

5. Rubric Assignments:

6. Other/Future Agenda items

Adjourn

Next Meeting: November 14, 2014

Participant Details
Telephone conference line: 1-913-312-3202 *
Participant passcode: 311087
*Toll free number: 1-888-886-3951
Present: Joe Hash, Dave Bazard, Phil Freneau, Dave Gonsalves, Mike Peterson, Hillary Reed, Crislyn Parker-support

Absent: Cindy Hooper, Brady Reed, Angelina Hill

1. Approve Notes from Previous Meeting: Approved as stand. Chair provided a brief review of the notes for the new members.

2. a. New Member Welcome/Update: Introduction of all members
   b. New Member Orientation-Covered in the review of notes.

3. Review Accreditation Standard Matrix (attachment):
   - A standards matrix was created to help all committees and areas of responsibility track accreditation requirements. Angelina requested the PRC review the standards assigned to the PRC, keep them in mind, and determine whether documentation is viable.
   - A question was raised on whether there will be a repository for the matrix evidence.
   - The committee agreed it would be useful for the PRC to document evidence of compliance. Crislyn will put emphasis on this in the notes. Evidence will be included in the Executive Summary, as well.

4. Update:
   a. Committee Membership for Non-Senate/Board Committees:
      - IEC discussed and agreed that committees not covered under Senate or Board policy determine constituency and terms may determine, by agreement, their own representative constituency and submit to the IEC for final approval. This documentation will become part of a procedures manual for committees to follow.
   b. Program Review Operating Agreement, Mission, Tasks:
      - In reviewing PRC purpose document, there was discussion by the committee to clarify several items:
        o The definition of “operational” budgets/costs.
        o Definition of “program.”
        o Clarification on the resource request allocation and approval process, and the PRC’s role.
        o How to define programs; where/how to include new degrees in the review cycle; ADT evaluations, etc. A broader discussion needs to happen with administration.
        o Work with deans to ensure the correct programs and titles will posted and reviewed.
        o These issues will be on the next agenda. It was agreed they should be included at the annual IEC Summit.
        o The committee discussed that having a vice president on the committee helps with difficult issues such as 4021.
      - Updated member list is on the revised document
5. **Discuss: Program Review Process and Annual/Comprehensive Calendar:** The PRC agreed to set the program review schedule the same as last year:

1. Student Development
2. Administrative Area Reviews
3. Instructional
4. Crislyn will construct a draft calendar with dates
   - Student Development November 14
   - Admin Services December 12
   - Instruction begin 1/23/14
   - Comprehensives following annual instruction reviews

5. Agreed to discuss with Angelina having a similar rubric developed for service areas. The committee will agree on how to use the rubric, so all communication is consistent; for example, if a review is satisfactory, do not add comments; if exemplary or developing add explanatory comments.

6. Other/Future Agenda items:
   - Discuss alterations to calendar
   - Determine volunteers for rubric.
   - Clarify definitions and Matrix with Angelina

Adjourn

Next Meeting: October 24, 2014
## 2014-15 Program Review Committee Detailed Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Task/Grouping</th>
<th>Member</th>
</tr>
</thead>
<tbody>
<tr>
<td>9/12/14</td>
<td>Committee</td>
<td>Committee</td>
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<tr>
<td>10/10/13</td>
<td>Committee</td>
<td>Committee</td>
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<tr>
<td>10/24/13</td>
<td>Finalize Committee Calendar, Other Misc. Items Committee</td>
<td>Committee</td>
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</tbody>
</table>
| 11/14/14 | **Annual Student Development Reviews:**  
Advising & Counseling  
ASC  
Athletics  
Child Development Center  
DSPS  
Enrollment Services (Admissions, Fin, Aid, Vets)  
Library  
Residential Life  
Special Programs (EOPS/CARE/CalWorks)  
Upward Bound  
Office of VPISD/VPISD Summary | Committee    |
| 12/12/14 | **Annual Administrative Reviews:**  
Business Office  
Community & Economic Development  
Maintenance  
Payroll  
Safety/Security  
VP-Administrative Service | Committee    |
| 1/23/14  | **President's Area:**  
Human Resources  
IT/TSS  
Institutional Research  
Marketing & Publications  
President’s Office | Committee    |
| 2/28/13  | **Annual Instructional Reviews:**  
Administration of Justice  
Biology/Environmental Science  
Business/Econ  
Business Tech  
CIS  
Construction Technology  
Dental Assisting  
Digital Media  
Drafting Tech | Committee    |
<table>
<thead>
<tr>
<th>Date</th>
<th>Reviews:</th>
<th>2014-15 Comprehensive Reviews:</th>
</tr>
</thead>
<tbody>
<tr>
<td>3/14/14</td>
<td><em>Welding Technology</em>\nHospitality, Restaurant Management\nDistance Education – Baseline (Service Area Review)</td>
<td><em>Addiction Studies</em>\n<em>Agriculture</em>\n<em>Auto Tech</em>\n<em>Behavioral &amp; Social Sciences</em> (7)</td>
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<tr>
<td>3/28/14</td>
<td><em>2014-15 Comprehensive Reviews (cont’d):</em>\n<em>English</em>\n<em>Forestry/Natural Resources</em>\n<em>Health, PE</em>\n<em>Manufacturing Technology</em>\n<em>Finalize any late/missing reviews</em>\n<em>Begin Executive Summary Discussion</em> (4)</td>
<td><em>PRC membership updates to academic senate</em>\n<em>Continue Executive Summary</em>\n<em>Discuss Template Revisions</em>\n<em>Discuss Process Revisions</em></td>
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<tr>
<td>4/11/14</td>
<td></td>
<td></td>
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<tr>
<td>4/25/14</td>
<td><em>Executive Summary Completed, Approved</em>\n<em>Program Template Revision Consensus</em></td>
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<tr>
<td></td>
<td>Exemplary</td>
<td>Acceptable</td>
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<td>---------------------------------------------------------------------------</td>
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<tr>
<td><strong>Mission</strong></td>
<td>Aligns with the mission of the college;</td>
<td>Aligns with the mission of the college;</td>
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<td></td>
<td>Identifies the program’s impact on the college;</td>
<td>Scope and reach is present but limited;</td>
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<td></td>
<td>Clear and concise</td>
<td>Clear and concise</td>
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<td><strong>Data Analysis – General</strong></td>
<td>Insightful commentary regarding factors that may have contributed to the data outcomes;</td>
<td>Sufficient explanation regarding district comparison/trend;</td>
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<td></td>
<td>Analysis lends itself to potential action plans for improvement;</td>
<td>No comment was required based on the instructions;</td>
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<td></td>
<td></td>
<td>Possible factors impacting the program were discussed, but it is unclear how they motivate planning actions</td>
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<td><strong>Data Analysis – Student Equity Groups</strong></td>
<td>Student equity group differences were clearly identified;</td>
<td>Equity group differences within the program were identified;</td>
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<td>Potential factors leading to student equity differences were discussed;</td>
<td>Differences compared to the district were identified;</td>
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<td></td>
<td>Potential actions for improving student equity was discussed;</td>
<td>Analysis was limited or absent</td>
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<tr>
<td><strong>Assessment</strong></td>
<td>Program improvements evaluated by reflecting on a significant amount of assessment activity that has taken place;</td>
<td>Enough assessment activity has taken place such that the program can reflect on what it has learned;</td>
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<td></td>
<td>Specific program changes linked directly to assessment findings;</td>
<td>Program changes that are loosely linked to assessment findings;</td>
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<td></td>
<td>Program changes driven from assessment findings were evaluated for improvement (loop closed).</td>
<td>Future evaluation of assessment driven changes is provided</td>
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<td><strong>Evaluation of Past Plans</strong></td>
<td><strong>Exemplary</strong></td>
<td><strong>Acceptable</strong></td>
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<td>Past actions were carried out and evaluated, and their impact is clearly described</td>
<td>Current status of actions taken is clear; Impact of action has not been evaluated, but evaluation plan is included; Clear explanation as to why the action was not completed</td>
<td>Actions taken do not reflect actions from past year; Current action status is unclear; The impact of the action was not evaluated, and there is no plan for evaluation in the future</td>
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<thead>
<tr>
<th><strong>Program Plans &amp; Resource Requests</strong></th>
<th><strong>Exemplary</strong></th>
<th><strong>Acceptable</strong></th>
<th><strong>Developing</strong></th>
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<tbody>
<tr>
<td>Planning actions directly link to stated institutional planning actions; Actions are clearly based on assessment findings; Actions lead to impacts that can be measured; Every resource request has a corresponding action linked to a plan or assessment results</td>
<td>Planning actions are loosely related to institutional planning actions; Planning numbers are listed but action items are not stated; Unclear how expected impact will be measured; Evaluation of the action is discussed, but unclear if it has been incorporated into assessment plan; Every resource request has a corresponding action linked to a plan or assessment results</td>
<td>Institutional plans are not linked to program planning actions; Planning actions are not tied to assessment results; Resource requests are not tied to specific planning action</td>
<td></td>
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