1. Call Meeting to Order

2. Approve Notes from the 10/24/14 Meeting

3. Finalize PRC Calendar - Rubric Assignments

4. Administrative Services Rubric (Angelina)

5. IEC Membership Recommendations for PRC (attachment)


7. Program Review Evaluations-11/14/14 Group: (see calendar)
   - 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

8. 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
1. **Meeting Called to Order:** Present: Joe Hash, Brady Reed, Cindy Hooper, Dave Gonsalves, Mike Peterson, Dave Bazard, Phil Freneau, Crislyn Parker-support  

Absent: Angelina Hill, Hillary Reed

2. **Approve Notes from Previous Meeting:**  
   - Approved as stand. Reflecting on the notes, in keeping with AP3260, since the program review committee is a shared governance committee, it was agreed the membership will go to the academic senate for review.  
   - The committee discussed the necessity of having a student representative and agreed a student representative position remain.

3. **Rubric, Process of the PRC in reviewing Annual and Comprehensive Program Reviews:**  
   a. **Student Services Rubric:**  
      - As previously agreed by the committee, a student development rubric was adapted from the instructional rubric and based on the student development program review template.  
      - Discussion that section 2.5 (student equity) of the student development program review template should have stronger language requiring comment on student equity. Currently it seems to be an optional response section.  
      - Discussed and agreed to change both the student development rubric and the instructional rubric to change acceptable to satisfactory. Also revising the assessment language in both rubrics slightly.  
      - The committee approved the student development rubric pending changes noted.

4. **Calendar changes, if any:**  
   - A few changes were made to the annual program review calendar to reflect the current dates, and to keep annual and comprehensive reviews separated by a meeting.

5. **Rubric Assignments:**  
   - Discussed and agreed three committee members will, on a weekly rotating basis, conduct a thorough review of the following areas (from rubric): Program Information and Data; Assessment; and Previous and Current Plans and Resource requests. It is the charge of the whole committee to be familiar with all program review. Assigned members will report out in more detail in the three identified areas to open up each program for discussion.  
   - Angelina Hill is working on an administrative rubric.
6a. Other:

- The committee is ironing out the exact charge of the PRC. It was agreed that the PRC determines whether programs are doing a good job of reporting their program analysis: program reviews are done to review and improve programs, as well as tie resource requests to assessment and planning.
- There will be discussion in the October 27 Dean’s Council regarding the resource allocation process, which will be reported out at the November 14 PRC meeting.

6b. Future Agenda items

- Matrix Discussion
- Finalize Annual PRC calendar
- Discuss Instructional Annual Review Process and Rubric
- Report out on the Dean’s Council discussion of resource allocation

Adjourn

Next Meeting: November 14, 2014