Meeting Called to Order: Present: Joe Hash, Brady Reed, Hillary Reed, Michael Peterson, Dave Bazard, Phil Freneau, Dave Gonsalves, Cindy Hooper, Angelina Hill, Crislyn Parker-support

2. Approve Notes from the 10/24/14 Meeting: Approved as stand.

3. Finalize PRC Calendar - Rubric Assignments: Moved to the next meeting.

4. Administrative Services Rubric (Angelina):
   - Only a few small changes were made in the assessment area, but it is basically the same as the student service rubric. The title and date will be added, and “acceptable” changed to “satisfactory;” all three rubrics will be in the same order.
   - After discussion it was agreed to revise some language in both the assessment section and evaluation of past plans section, under satisfactory.
   - The revised document will be sent to the committee members upon revision.

5. IEC Membership Recommendations for PRC (attachment): Recommended language changes: (see document):
   - The PRC ratified the IEC suggestions, corrections will be made and the document submitted to the academic senate.
   - (The committee discussed and agreed to talk with Keith about a recommendation to create a program review AP.)

   - Joe discussed the process with Keith and the deans, shared the program review committee concerns, with no immediate resolution. IC will continue to discuss this topic.
   - A suggestion was made to document what is operational, what the dean’s evaluate/rank, what goes to other planning committees for ranking.
   - Another suggestion is for deans, PRC and/or other ranking entities to use the previous year program to determine if resource requests were tied to assessment.

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

- PRC chairs will contact Administrative Services about deadline to submit program reviews on/before December 1.
- A standing agenda time will be added to the agenda:
  - Executive Summary Items.
    - Area 3.0 in the PR template is unclear: Student Learning Outcomes & Program Outcomes Assessed in the Current Cycle. Some programs report their activity, other areas interpret this as a heading, but not a question to be answered and leave it blank.
    - Consider revising language to the student services template Section 3 to prompt programs to reflect on how the results lead to program improvement. The instructional template prompt is: “Describe your assessment results and related findings. Describe how this information will be used to improve student learning and achievement of the outcome,” which meets the ACCJC requirement for “continuous quality improvement.”
- Upward bound will be added to the student services assessment pages.
- Office of Instruction and Student Development program review should be moved to the administrative area: need to assess the office, not a summary of the instructional/student development areas. Determine outcomes within program review.

Meeting Adjourned

Next Meeting: December 12, 2014