Program Review Committee
Friday, September 13 2013, 9a – 11a
Boardroom

Agenda:

1. Review/Revise Program Review Committee Operating Agreement

2. Finalize Program Review Templates

3. Discussion on Grouping and Program Review Areas

4. Fall 2013 and Spring 2014 Program Review Process and Timeline
   a. Dates/calendar
      • Program Reviews to PRC
      • Faculty and Staff Resource Requests Submissions
      • PRC Review Schedule - Student Services, Admin Services and Instructional Reviews
      • Discuss Process and Identify Members to Review Specific Sections of Instructional Reviews
      • Executive Summary Completion (prior to end of academic year)
      • Spring Committee Member Changes (to Senate prior to end of academic year)
      • Template Revision Discussion and Consensus (prior to end of year)

5. Other/Future Agenda Items

PARTICIPANT DETAILS
> Dial your telephone conference line: 913-312-3202 or (888) 886-3951
> Cell phone users dial: 913-312-3202
> Enter your passcode: 322184
MISSION
The College of the Redwoods’ Program Review Committee (PRC) leads and facilitates authentic assessment as it relates to student success and planning at the institution for all subject and service areas. The committee reviews Annual and Comprehensive Program Reviews that provide the strong foundation upon which College of the Redwoods develops, identifies, states, and documents quality improvement plans and goals including providing the direction of prioritization of funding and support needs as organized under the strategic planning objectives.

VISION
• The purpose of the Program Review Committee is to review and evaluate annual and comprehensive program review documents for all subject and service areas
• PRC finalizes each program review or annual planning document with an executive summary for the Integrated Planning Functional Committees (IPFCs) and for the District

SCOPE
The PRC is responsible for the following:
• The sequence, notification and evaluation of Comprehensive and Annual program review documents
• The format for program reviews, to include an evaluation of (1) program/unit goals and purpose, (2) program description, (3) program effectiveness, (4) recommendations and planning for program improvement, (5) course/discipline/program PLOs/SLOs and assessment, (6) student achievement data, and (7) actions taken since last program review
• The identification and provision of appropriate institutional research data and support for the programs and units being reviewed
• The calendar of program review activities
• Forwarding of program review subcommittee summaries and executive summaries; and
• Forwarding appropriate requests submitted thru program review to the Integrated Planning Functional Committee’s
• Providing feedback to the Assessment Committee related to the assessment information provided in program reviews
• In support of AP 4021, PRC will forward at risk instructional programs, to provide feedback to CIO and academic Senate on program revitalization and discontinuance.
• PRC will forward to appropriate VP any service area programs identified with identified performance concerns.
Membership
The PRC is a representative group that makes recommendations about the content of Annual and Comprehensive program review documents as well as disseminates data to the various integrated planning committees. The PRC includes a cross sectional representation of employee groups as well as student representation (if identified). The Committee is led by two Co-Chairs— the Vice President of Student Services and the Vice President of Instruction or their designees.

Program Review committee memberships of faculty, staff and students are made in two-year alternating appointments to provide continuity and ongoing history for the Committee. Each member has the responsibility to attend each meeting and adhere to the committee’s rules. Members with 3 absences in a semester may be replaced by the appropriate constituent group. Members are responsible to disseminate committee information to their respective constituents.

6 Administrators (Vice Presidents or their designee from Student Services and Instruction), Dean of Academic Affairs, Dean of Career and Technical Education, Dean of Del Norte and Dean of Mendocino Coast
9 Faculty appointed by Senate,
2 Managers/Directors (from Student Services and Administrative Services)
1 Classified Staff appointed by the CSEA
Director of Institutional Research (non-voting member)
1 Student, appointed by ASCR
19 Voting members

Membership Responsibility
Each member has the responsibility to attend each meeting and adhere to the values and rules governing the committee’s decision-making process. Members with 3 absences in a semester may be replaced by the appropriate constituent group. Members are responsible to disseminate committee information to their respective constituents.

Meetings
Meetings will be set by consensus but will normally meet every Friday from 10:00-12:00. The regular meeting calendar for the academic year will be set at the first meeting in September; additional meetings will be set as necessary to ensure that planning work is completed according to the planning cycle timeline.

Decision Making Process and Basic Committee Ground Rules
The PRC will make decisions based on consensus. The membership shall:
- Put students’ needs above everything else
- Have an open perspective as well as demonstrate fair-mindedness
- Express opinions in ways that preserve integrity, develop mutual understanding, and promote collaboration
- Listen to all the facts and available information from different sources before making judgments and decisions
- Be sure all perspectives are heard
- Use time efficiently and stay on task
- Take advantage of the opportunity to communicate, to learn from each other and to collaborate.
- Use approaches that are flexible, educationally sound, and evidence based.
- Accept and support consensus of decisions voted upon a final without ongoing subsequent revisions. Recommended revisions will be put into a file for periodic updating.

**Planning Principles**

The PRC embraces the following planning principles:

1. The planning process and the plans that it yields will be learning-centered and will support the quality of the College
2. The planning process will be collaborative by operating within the collegial consultative structure and ensures broad-based participation and by providing a means for stakeholder groups to be heard and to influence the plan
3. The process will build trust through effective communication and negotiation, by making it safe to identify and challenge assumptions, and by supporting agreements on shared values
4. The process will be meaningful in that it will help the College to establish a vision of the future
5. The process will be data-informed, using qualitative and quantitative data, routinely reviewed as the plan is implemented, with the aim of continuous improvement
6. The process will have a clear cycle of activities, with a beginning and end, and timed and structured to coordinate well with WASC/ACCJC accreditation requirements
7. The process will be as simple as possible while yielding a viable plan and integrating planning into permanent governing structures and college-wide meetings
8. The process, its language, its products, and the results of the plan will be communicated to all employees internally
9. The process will be truly comprehensive, and will have clearly assigned roles for individuals and groups, including students

**Communication**

The PRC is committed to a collaborative process with many opportunities for involvement by those within the college. Throughout the planning process, the PRC will hold meetings, consultations with key constituencies, and discussions with integrated planning committees, and the senior leadership team, all of which combine to enable broad based participation in the various phases of program review evaluation and general planning.

The PRC will share its reports, planning documents, and recommendations with the various integrated planning committees, as well as the District.

PRC will post all current and updated information on the PRC website.
2013-14 Program Review Committee Membership (Draft)

Cheryl Tucker, Director Co-Chair
Joe Hash, Assoc. Dean Co-Chair
(Barbara Jaffari -Faculty) (Tri-Chair?)
Angelina Hill, IR Director IR Rep
Jeff Cummings, Dean, ALO ALO Rep
Anita Janis, Director
Dave Bazard, Faculty, Assessment (Co-Chair) Rep
Hillary Reed, Faculty
John Johnston, Faculty
Dana Mayer, Faculty
Tanya Smart, Faculty (MC)
Phil Freneau
Jon Pedicino, Faculty
Mike Cox, Faculty
Marcie Foster, CSEA
Classified -TBD
Cain Towers, Student
Crislyn Parker Support

6 Administrators (Vice Presidents or their designee from Student Services and Instruction),
Dean of Academic Affairs, Dean of Career and Technical Education, Dean of Del Norte and
Dean of Mendocino Coast)
9 Faculty appointed by Senate,
2 Managers/Directors (from Student Services and Administrative Services)
1 Classified Staff appointed by the CSEA
Director of Institutional Research (non-voting member)
1 Student, appointed by ASCR
? Voting members
## 2013-2014 Program Review Committee Membership

*(Terms are for 2 years, staggered for all except administrators and student)*

<table>
<thead>
<tr>
<th>Name, Position</th>
<th>Constituency</th>
<th>Term</th>
<th>Appointed by</th>
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<tbody>
<tr>
<td>Joe Hash, Dean</td>
<td>Co-Chair</td>
<td>By Assignment</td>
<td>Appointed by Keith</td>
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<tr>
<td>Cheryl Tucker, Director, Special Programs</td>
<td>Co-Chair</td>
<td>By Assignment</td>
<td>Appointed by Keith</td>
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<tr>
<td>Jeff Cummings, ALO</td>
<td>Administrator</td>
<td>Permanent</td>
<td>ALO</td>
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<tr>
<td>Anita Janis, Director Del Norte</td>
<td>Administrator</td>
<td>Permanent</td>
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<td>Dave Bazard, Faculty, Assessment Co-Chair</td>
<td>Assessment</td>
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<tr>
<td>Mike Cox, Faculty</td>
<td>Athletics</td>
<td>FY 14, 15</td>
<td>Academic Senate</td>
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<tr>
<td>Phil Freneau</td>
<td>Del Norte</td>
<td>FY 14, 15</td>
<td>Academic Senate</td>
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<tr>
<td>Marcy Foster, Faculty</td>
<td>Counseling, Cal-Works</td>
<td>FY 14, 15</td>
<td>Academic Senate</td>
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<tr>
<td>Barbara Jaffari, Faculty</td>
<td>CTE</td>
<td>FY 13, 14</td>
<td>Academic Senate</td>
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<tr>
<td>Dana Maher, Faculty</td>
<td>ALSS</td>
<td>FY 14, 15</td>
<td>Academic Senate</td>
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<tr>
<td>Jon Pedicino, Faculty</td>
<td>MSE</td>
<td>FY 13, 14</td>
<td>Academic Senate</td>
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<tr>
<td>John Johnston</td>
<td>Humanities/Communication</td>
<td>FY 14, 15</td>
<td>Academic Senate</td>
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<tr>
<td>Hillary Reed, Faculty</td>
<td>Health Occupations</td>
<td>FY 14, 15</td>
<td>Academic Senate</td>
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<td>Tanya Smart, Associate Faculty</td>
<td>Mendocino Coast</td>
<td>FY 13, 14</td>
<td>Academic Senate</td>
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<tr>
<td>Classified</td>
<td>(2 year term)</td>
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<td>Administrator</td>
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<td>Cain Towers</td>
<td>Student</td>
<td>Annual</td>
<td>ASCR</td>
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<tr>
<td>Angelina Hill, Director, IR</td>
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<tr>
<td>Crislynn Parker - Confidential</td>
<td>Support</td>
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<td>Date</td>
<td>Grouping</td>
<td>Member</td>
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<tr>
<td>2/8/13</td>
<td>Addiction Studies, Academy of Justice, Behavioral &amp; Social Sciences 1 Assisting ECE</td>
<td>Dana-Assessment, Cheryl-Data, Steve-Planning</td>
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<td>2/22/13</td>
<td>English, Fine Arts, Fire Tech, Forestry/English/Natural Resources, Health, PE, Athletics, Humanities</td>
<td>Jeff-Planning, Hillary-Data, Keith-Assessment</td>
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<td>3/22/13</td>
<td>Auto Tech, Business/Econ, Business Tech, CIS, Construction Technology, Digital Media, Drafting Tech</td>
<td>Vinnie-Assessment, Jon-Data, Utpal-Planning</td>
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<td>4/26/12</td>
<td>Executive Summary</td>
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2013-14 Program Review Committee Detailed Calendar:

<table>
<thead>
<tr>
<th>Date</th>
<th>Task/Grouping</th>
<th>Member</th>
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</thead>
</table>
| 9/13/13  | Update Operating Agreement  
Finalize 2013-14 Templates  
Discuss/finalize groupings  
Fill in program review calendar |        |
| 9/27/13  |                                                                                |        |
| 10/11/13 |                                                                                |        |
| 10/25/13 |                                                                                |        |
| 11/8/13  |                                                                                |        |
| 11/22/13 |                                                                                |        |
| 12/13/13 |                                                                                |        |
| 1/24/14  |                                                                                |        |
| 2/14/14  |                                                                                |        |
| 2/28/14  |                                                                                |        |
| 3/14/14  | committee evaluation to IR/IEC                                                |        |
| 3/28/14  |                                                                                |        |
| 4/11/14  | Committee membership updates to academic senate  
Begin Executive Summary |        |
| 4/25/14  | Executive Summary Completed  
Program Template Revision Consensus |        |