Program Review Committee  
Friday, February 28, 2014, 9a – 11a  
Summary Notes

Present: Joe Hash, Cheryl Tucker, Marcy Foster, Barbara Jaffari, John Johnson, Jon Pedicino, Dana Maher, Mike Cox, Anita Janis, Phil Freneau, Angelina Hill, Crislyn Parker-support

1. Approve Notes from 1/24/14: Approved as stand

2. Accreditation requirements for Program Review (Jeff Cummings):
   - Per Jeff, program review is threaded through all 4 standards, but ACCJC doesn’t determine the process. Ed code has requirements for CTE comprehensive program review. What is important is that program review is expected to drive planning and resource allocation for an effective institutional planning process. (Reference: ACCJC Rubric for Evaluating Institutional Effectiveness). Another reference, Program Review: Setting a Standard, on the ASCCC website (http://asccc.org/publications/academic-senate-papers?page=1). Accreditation concerns are whether the planning process in place is meeting the standards and institutional needs.
   - Jeff will look at the CTE requirements for program review, but is confident we meet standards.
   - Note: a requirement of CTE is that advisory committee members are approved by the senate (not a program review issue). CTE is in the process of finalizing this process.
   - Discussion: would moving to a two year program review cycle keep the planning and resource allocation process functioning? Suggestion that as we improve our assessment, it may become possible to move some components of program review to a different cycle.

3. Standing Agenda Item: Executive Summary Items:
   - Revise the advisory committee template questions to meet noted requirement.
   - Forestry and Natural Resources is tagged as a model program review.
   - Clarification on the Adaptive PE which is rolled in with PE but run through DSPS (difficult to provide explanation on district averages)

4. Continue Evaluations: Note to committee the curriculum stoplight is not up to date.
   4.1 Instruction: Completed
      - Biology
      - Fine Arts
      - Fire Tech
      - Forestry/Natural Resources
      - Health/PE
      - Humanities
      - Math
      - Marine Science
      - Physical Science

5. Other:
   - IEC recommendations:
     - Persistence theme: IEC and EMC discussed including a theme of persistence in the program review template for next year. If PRC agrees this should be embedded, then next steps must be determined. Moved to include on the next agenda. Angelina will provide several ideas for PRC consideration.
     - Separate DE program review: discussion on whether Distance Education should be considered a program and complete a program review. A part of substantive change process is to include how we are documenting/assessing the DE program.
     - The challenge is who will own the DE program and how to ensure non-duplication of resource requests. One thought, is it will be more an overview of the entire program, not
just evaluation of specific DE courses, which will remain within the division program reviews.

- In the past, the PRC has seen a need, as does the chancellor’s office; if the committee is in agreement, the next step is to take to the instructional council and include MaryGrace in discussion

- **Suggestions:** Joe bring to instructional council what is/will be done with the section 8 PRC feedback received; provide instruction to new committee members on how to evaluate the data, assessment and planning sections of program reviews.

- **Informative:** Paul Chown has completed a draft online program review template and will bring to the PRC when a final draft is ready.

- **Save the date:** Institutional Effectiveness Summit (aka Planning Summit); Saturday April 26; 9am – 1am.

**Future Agenda Items**

- Resource Allocation Prioritization Process: Keith will write clarifying language on the revised prioritization process bring to PRC when completed

- Persistence theme in program review-discussion

- DE advisory committee feedback for a DE program review (Joe Hash)