![Cerro Coso Community College logo]

Program Review Committee Minutes

September 11, 2014
12:30 - 2:00 PM
MB 350A video w/KRVPL5, MAM228, BIS 197

<u>Present:</u> Suzie Ama, Christine Abbott, Lisa Fuller, Kim Kelly, Corey Marvin, Joe Slovacek, Sylvia Sotomayor, Laura Vasquez, David Villacana
<u>Absent:</u> Karee Hamilton

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
1. Call to order	S. Ama	12:30 PM		x
2. Approval of Agenda	S. Ama	Approved with no changes		x
3. Approval of Previous Minutes & Action Items	S. Ama	Approved with no changes		x
4. Program Review Training and PRs Due this Year	S. Ama	The invitation to Program Review Training that was mailed to faculty and managers responsible for program reviews this year was shared with the committee.		x
5. Program Review Rubric Revision	S. Ama	Revised rubric was approved, with comments that it would need to be used to fully determine whether it is in its final iteration.		x
6. Accreditation Training	S. Ama	Reminder to members to complete the 2-hour accreditation training at http://www.trainingway.com/accjc/signon.asp	x	
7. RP Group's: Maximizing the Program Review Process	S. Ama	The committee discussed the PowerPoint presentation, Maximizing the Program Review Process. This was a review of ideas we are already implementing, for the most part. However, the need for administrative units to develop a data plan was identified. Data sets are pre-defined for instructional units, and student services is proactive about defining data sets. Purely administrative units, however, need more key performance indicators (KPIs) than merely their administrative unit outcomes (AOUs). Substantial advanced planning may be needed to obtain these data, depending upon the administrative unit. The Program Review schedule will be	x	

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		expanded to include a review of AU data plans the year prior to a Program Review being due. The BRIC appendix has a good list of suggestions for KPIs. The ACCJC's list of suggested sources of evidence is also a good reference. We need to keep accreditation in mind with the completion of Program Reviews because it really is the capstone assessment of our mission. We will generate a data plan template. Administrative units will need to present their data plan to the Program Review Committee for input, as part of the technical review process. These plans will be kept on file with the Program Review Committee.		
8. Program Review Committee 2014-2015 Goals	S. Ama	1. Finalize process, including adding data plan to technical review, and communicate with constituents. 2. Finalize Program Review content on the institutional web site. 3. Develop Program Review Moodle, as a committee workspace.	x	
10. Adjournment	S. Ama	1:55 PM		

Meeting Chair: Recorder: **O** Open/**C** Closed