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, Dean Bernsten, Lisa Fuller, Karee Hamilton, Kim Kelly, Corey Marvin, Joe Slovacek, Sylvia Sotomayor, Laura Vasquez, David Villacana
<u>Absent:</u>

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	Program Review Training will be held tomorrow, Sept. 12, from 10:30-12:00 for responsible parties with Program Reviews due this year. Training will cover the PR templates, approval process and deadlines, and the scoring rubric that we use to evaluate them. Invitations were sent to: • Admissions and Records – Responsible manager, Jennifer San Nicolas • ACCESS Programs – Responsible chair, Paula Suorez • Child Development Center – Responsible manager, Jessica Krall • Emergency Medical Technician (cert) – Responsible chair, Mike Metcalf • Engineering AA – Responsible chair, Dennis Jensen • Financial Aid/Scholarships – Responsible manager, Jennifer San Nicolas • Honors Program – Responsible coordinator, Christine Swiridoff • Human Resources (operational unit) – Responsible manager, Resa Hess	x	

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		• Marketing and Public Relations – Responsible manager, Natalie Dorrell • Student Government/Activities – Responsible manager, TBD • Vocational Nursing AS and Cert – Responsible chair, Mike Metcalf		
5. Program Review Rubric Revision	S. Ama	This is an action item from Spring 2014. Many members felt that the scoring rubric was confusing because it simultaneously correlated to specific sections, while also correlating to multiple sections. It was felt that the heading "Acceptable" was also confusing because we still expect for changes to be made at this level. There was consensus that the rubric's primary traits should correlate with the major sections (Parts) of the template, with a couple of broader holistic categories. The column headings will be made clearer about what our real expectations are (e.g. Needs Minor Improvement). Suzie will revise the rubric and present it in the Fall. A revised rubric was proposed that better aligns with the PR template sections, and makes it clearer that the last two columns require revisions to be made. The committee approved it.	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: Maximizing the Program Review Process	S. Ama	The committee reviewed the RP Group's document, Maximizing the Program Review Process. This document addressed how programs are defined, when programs are reviewed (cycle), what key performance indicators are appropriate for evaluating a program, what format is used for the review, and who will be using the results of program review. These definitions and processes were established by the Institutional Effectiveness Committee, which was driven by best practices such as described by the RP Group. The Program Review committee does not plan to make any sweeping changes at this time, however, there will be ongoing evaluation of the templates and tools we are using and refinements made, if needed. A particularly interesting part of Maximizing the Program Review Process are the appendices, which list examples of key performance indicators for various types of programs (academic, operations, administrative, etc.) These will be shared during PR training to provide ideas about additional data points for program reviews. 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		x

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP	O	C
		on file with the Program Review Committee.		
8. Program Committee 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: S. Ama   Recorder: S. Ama   **O** Open/**C** Closed