**Program Review Committee**
**Minutes**
**April 5, 2016**
**EW 207 and Videoconference with Bishop and Mammoth**
**12:30-2:00pm**

**Present: Christine Abbott, Suzie Ama, Scott Cameron, Steve Rogers, Lisa Fuller, Kim Kelley**

**Absent: Karee Hamilton, Corey Marvin, Sylvia Sotomayor, David Villicana**

**Start Time: 12:30 pm**                                                          **Adjourn: 1:30 pm**

| Topic | Facilitator | Summary/Action Items |
|---|---|---|
| **1. Call to order** | | |
| **2. Approval of Minutes & Action Items**<br>From March 22, 2016 | S. Ama | Approved |
| **3. Approval of Agenda** | S. Ama | Approved |
| **4. Financial Aid/Scholarships Program Review – 2nd Review** | S. Ama | Approval for a second review, with no changes. |
| **5. Business Programs Program Review – 2nd Review** | S. Ama | Approval for a second review, with no changes. |
| **6. Vocational Nursing Program Review – 2nd Review** | S. Ama | Approval for a second review, with the suggestion from Christine that the statement about what was wrong with the PLOs precede the proposed PLOs. Annette was delayed accessing the phone conference, and Suzie agreed to make this change herself and send Annette the revised copy to submit to Academic Senate. |
| **8. 2016-2017 Goals** | S. Ama | The Program Review Annual Report is due at the end of April, and the committee discussed goals for the upcoming year. There was strong agreement that has not been enough collaboration in the writing of Program Reviews. Department members are not being provided the opportunity to give input. In an email, Corey requested that the educational administrator and counseling also have early input. Advisory committees should also review the document |

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| | | before submitted. The committee discussed the feasibility of a signature page to ensure that interested parties have seen the document and approve of it, however it was also felt that this may be cumbersome for use at other campuses. It was also suggested that minutes be attached in the appendix to document meetings during which the program review is discussed. This doesn't assume that there would necessarily be collaboration on the writing itself, but rather feedback on the content. Proposers should also copy every member of the department, the Vice President of Academic Affairs, and the Vice President of Student Services on that email. This expectation will be communicated during training every fall. Proposers will be strongly encouraged to schedule a presentation with the counseling department in the fall semester and work with the educational administrator throughout the writing process. Corey (via email) also asked that the CTE Dean be included as a member of the committee.<br><br>A concern that was raised by Scott is the need for clear information about how to get started with a Program Review —especially for those who would like to get started before the Fall semester. The Program Review website will be revised to accommodate this. We also learned that there is an old insideCC group with old Program Review documents, including old templates. We aren't using this group, so Suzie will ask to have the group removed. Scott suggested that exemplar in similar program reviews be provided to chairs during program review training in the fall, to serve as examples.<br><br>There was also discussion about how the Program Review workload has become somewhat lopsided, due to when new programs have been activated. This year was quite heavy, although partly due to the complete of past-due Program Reviews. Next year (2016-2017) will be a little lighter, but 2017-2018 will be very heavy with 9 different programs. In 2018-2019, there are only 2 scheduled. The committee agreed to defer a few that are due in 2018 to 2019, but criteria for identifying which ones would be moved has not yet been developed. However, it was mentioned that we should try to avoid doubling an individual faculty member's workload in the same year if he or she is responsible for multiple Program Reviews. This will be a goal for next year.<br><br>The committee's goals for the coming year include<br>1. Revise the Program Review website to convey how to get started, and communicate to proposers where they can find this information.<br>2. Provide exemplar and similar Program Reviews to proposers during training.<br>3. Communicate the expectation of widespread dialogue and collaboration during the writing of the Program Review. |

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| | | 4. Communicate that minutes of meetings during which the Program Review was discussed are attached in the appendix. |
| | | 5. Communicate that program review submissions should copy the Vice President of Academic Affairs, the Vice President of Student Services, and all members of the department and should certify that these people in the CTE advisory committee, if applicable, were consulted for feedback. |
| | | 6. The insideCC group will be removed. |
| | | 7. The CTE Dean will be added to the Program Review committee. |
| | | 8. The annual Program Review schedule will be adjusted to balance committee and faculty workload. |
| **9. Future Meeting Dates**<br>• None | S. Ama | |
| **11. Adjourned** | | 1:30pm |

Facilitator:  Suzie Ama                    Recorder:  Suzie Ama