

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

11/17/17

### MEETING INFORMATION

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**COMMITTEE CHARGE:**

*The Program Review Committee operates under the rules of the [Brown Act](#). This committee is charged with fulfilling the institution's commitment to college-wide dialog on program review and other data for the purposes of recommending improvements to the College Council on student services, instructional programs and administrative support services as well as the processes for governance and identifying institutional improvement needs. It will disseminate information on its findings to the college community.*

<b>DATE:</b>	11/17/17	<b>LOCATION:</b>	Library, L-151
<b>TIME:</b>	10:00 a.m. – 12:00 p.m.	<b>MEETING TYPE:</b>	Governance
<b>CO-CHAIRS:</b>	Obed Vazquez; Ray Martin	<b>NOTE TAKER:</b>	Mary Jane Long
<b>MEMBERS PRESENT:</b>	Stephanie Alves, Noha Basiliou, Liz Cabiles, Rosemary Delia, Lisa Drummond, Florence Espiritu, Lindsay Kong, Ray Martin, Bill Oye, Anne Petersen, Brian Raymond, Kim Schenk, John Thomas, Obed Vazquez, Christine Worsley		
<b>MEMBERS ABSENT:</b>	Maria Dorado, Lena Halloum, Claudia Hein, James Hoffmann, Arek Puzia	<b>GUESTS:</b>	Percy Roper, Lupe Dannels
<b>MEETING WAS CALLED TO ORDER AT:</b>	10:11 a.m.	<b>QUORUM PRESENT?</b>	Yes

### AGENDA ITEMS

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	TOPIC	OUTCOME
1.	Adoption of 11/17/17 Agenda	The agenda was reviewed. A motion was made (Oye) and seconded (Alves) to approve the agenda as written. The vote was unanimous; there were no abstentions and five absences (Dorado, Halloum, Hein, Hoffmann, and Puzia).
2.	<ul style="list-style-type: none"> <li>• Review and Approval of 9/15/17 minutes</li> <li>• Review of 10/20/17 Meeting Notes (no quorum)</li> </ul>	<ul style="list-style-type: none"> <li>• The 9/15/17 minutes were reviewed. A motion was made (Worsley) and seconded (Oye) to approve the minutes as written. The vote was unanimous; there were no abstentions and five absences (Dorado, Halloum, Hein, Hoffmann, and Puzia).</li> <li>• The meeting notes from 10/20/17 were reviewed; however, no action was taken because a quorum had not been present at that meeting and there were no official meeting minutes.</li> </ul>
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Announcements/Updates	<ul style="list-style-type: none"> <li>• College Council has been working on a resource allocation procedure.</li> <li>• Validation trainings have been conducted during the month of October and part of November with Kim Schenk and Obed taking over different sessions. No sessions have been cancelled. Validation day is December 8 and all committee members are invited to attend.</li> </ul>
5.	Program Review Procedure 1016 Update	The Program Review Procedure 1016 was reviewed by the committee and edited.

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6.	Resource Allocation Procedure	The Resource Allocation Procedure is being worked on by Becky Opsata, the Interim Dean of Accreditation and Special Projects. We're trying to clear up the procedure in terms of how resources are actually distributed and allocated and Obed wanted to make sure it's most accurately reflective of our processes. Becky is working on updating all of the college's policies and trying to align them with the accreditation standards. New accreditation standard listings have been published and these are the guidelines we will have going into the self-study for this next year and we're trying to prepare for that. This particular document is trying to align with the accreditation standards. The procedure was reviewed and discussed.
7.	Program Review Handbook 2017/2018 Review	This item was tabled.
8.	Adjournment	The meeting adjourned at 12:00 p.m.