

MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

1/26/18

MEETING INFORMATION

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.

DATE:	1/26/18	LOCATION:	Library, L-151
TIME:	10:00 a.m. – 12:00 p.m.	MEETING TYPE:	Governance
CO-CHAIRS:	Obed Vazquez; Ray Martin	NOTE TAKER:	Mary Jane Long
MEMBERS PRESENT:	Stephanie Alves, Noha Basiliou, Mike Darr, Florence Espiritu, Claudia Hein, James Hoffmann, Lindsay Kong, Ray Martin, Anne Petersen, Arek Puzia, Kim Schenk, John Thomas, Obed Vazquez		
MEMBERS ABSENT:	Rosemary Delia, Lisa Drummond, Bill Oye, Brian Raymond, Christine Worsley,	GUESTS:	None.
MEETING WAS CALLED TO ORDER AT:	10:07 a.m.	QUORUM PRESENT?	Yes

AGENDA ITEMS

	TOPIC	OUTCOME
1.	Adoption of 1/26/18 Agenda	The agenda was reviewed. It was noted that agenda Item #5 (Program Review Procedure 1016 Update) should be tabled to the next meeting. After the agenda was revised, a motion was made (Hoffmann) and seconded (Basiliou) to approve the revised agenda. The vote was unanimous; there were no abstentions and five absences (Drummond, Delia, Oye, Raymond, and Worsley).
2.	Review and Approval of 11/17/17 minutes	The 11/17/17 minutes were reviewed. A motion was made (Hoffmann) and seconded (Puzia) to approve the minutes as written. The vote was unanimous; there were no abstentions and five absences (Drummond, Delia, Oye, Raymond, and Worsley).
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Announcements/Updates	College Council has been working to have a transparent allocation process and to have different funding sources included in this process. Because this relates to college procedure and process, Becky Opsata is involved. Obed will provide updates to the committee on this as they become available. Program reviews are still in the process of being submitted and validated so the due dates were mentioned; the deadline is February 2 nd . At the February 23 rd meeting we will do more work in groups, and present information. Ray will chair the 2/23/18 meeting as Obed will be gone.

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		Group assignments will be given out at today's meeting. The committee members were asked to talk to their groups about planning their first meeting. Beginning on around February 7 th , members will have access to the reviews they will be reading. At our next meeting on the 23 rd of February there will be some working time in that meeting; members will need to meet at least once with their assigned group before then.
5.	Program Review Procedure 1016 -- Update	This item was tabled until the next meeting.
6.	Program Review Activities Schedule for Spring 2018 <ul style="list-style-type: none"> a. Feedback on the review process b. Review of extractions c. Working groups d. Rubric review 	Spring is a busy time for program reviews because the committee will be looking at the program reviews that have been submitted. This is the time of year the committee ranks and evaluates them, and asks questions. <ul style="list-style-type: none"> a. A group will be set up to provide feedback on the review process. b. Review of extractions of comments from templates. c. Four groups will be set up today: HR, facilities, technology, and a group to address the process. d. Right now the rubric review is very general and there's a need to see if the rubric/template is working for the Student Services program reviews, hybrids and look to see if it's helping in the administration program review. We want to review the rubric and come up with recommendations at the end of May.
7.	Program Review – General Discussion	A list will be sent to all committee members after this meeting so they can sign up for a group to participate in. Members were encouraged to discuss with the committee any questions, problems or suggestions they have with the program review process.
8.	Adjournment	The meeting adjourned at 11:02 a.m.