

MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

4/20/18

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:	4/20/18	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, Mike Darr, Lisa Drummond, Florence Espiritu, Claudia Hein, James Hoffmann, Bill Oye, Anne Petersen, Arek Puzia, Brian Raymond, Kim Schenk (ex officio), John Thomas, Christine Worsley (via telephone)		
MEMBERS ABSENT:	Maria Dorado, Lena Halloum, Lindsay Kong	GUESTS:	
MEETING WAS CALLED TO ORDER AT:	10:03 a.m.	QUORUM PRESENT?	Yes

AGENDA ITEMS

	TOPIC	OUTCOME
1.	Adoption of 4/20/18 Agenda	The 4/20/18 agenda was reviewed. A motion was made (Hoffmann) and seconded (Hein) to approve the agenda as written. The vote was unanimous with three absences (Dorado, Halloum and Kong); there were no abstentions.
2.	Review and Approval of 2/23/18 minutes	The 2/23/18 minutes were reviewed. It was noted that in agenda item #5 that the word Title V was incorrect and should be Title 5. It was also noted that the agenda should have been amended to list agenda item #7 as an action item. After the minutes were corrected, a motion was made (Hoffmann) and seconded (Hein) to approve the revised minutes. The vote was unanimous with three absences (Dorado, Halloum and Kong); there were no abstentions.
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Group Check-in/Unresolved Issues	The various groups checked in and provided feedback.
5.	Final Rankings Discussion	A motion was made (Hoffmann) and seconded (Oye) to approve the final rankings with amendments. The vote was unanimous with three absences (Dorado, Halloum and Kong); there were no abstentions.

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6.	<p>Announcements/Updates</p> <ul style="list-style-type: none"> – Template Changes – APR Changes 	<ul style="list-style-type: none"> – Minor language changes will be made to the template so that it aligns with the Educational Master Plan vs. the Strategic Plan. The revised template has gone through College Council and is now in Academic Senate for discussion and approval. Members were encouraged to provide Ray with feedback, edits or problems so that he can present this at the next College Council meeting. – The Administrative Program Review changes were discussed, specifically the President's concerns about complaints that Section 1 was a challenge for APR. New language has been added so that there's a narrative part for administration to answer vs. student outcome measures that are a real challenge for custodial, for example. There are two sets of changes for that part of Section 1. There's also talk of ongoing years not just upcoming ones. At College Council changes to the APR were discussed. There was discussion about moving APR more towards writing to structural and cultural conditions vs. the vision and values which is what the rest of the program review units are going to be writing for.
7.	<p>Process Update Preview</p>	<p>A motion was made (Hoffmann) and seconded (Raymond) to move forward to College Council the Program Review template with changes that had been made to it as written and that the Program Review Committee had accepted.</p> <p>The vote was unanimous with three absences (Dorado, Halloum and Kong); there were no abstentions.</p>
8.	<p>Adjournment</p>	<p>The meeting adjourned at 11:55 a.m.</p>