

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

5/11/18

### 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>	5/11/18	<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>	Mike Darr, Florence Espiritu, Claudia Hein, James Hoffmann, Lindsay Kong, Raymond Martin, Bill Oye, Anne Petersen, Kim Schenk, John Thomas, Obed Vazquez, Christine Worsley		
<b>MEMBERS ABSENT:</b>	Stephanie Alves, Maria Dorado, Lisa Drummond, Lena Halloum, Arek Puzia, Brian Raymond	<b>GUESTS:</b>	Jean Chiar
<b>MEETING WAS CALLED TO ORDER AT:</b>	10:09 a.m.	<b>QUORUM PRESENT?</b>	Yes

### AGENDA ITEMS

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	TOPIC	OUTCOME
1.	Adoption of 5/11/18 Agenda	The 5/11/18 agenda was reviewed. After agenda item #8 was amended to include 'review membership list', a motion was made (Hoffmann) and seconded (Espiritu) to approve the agenda as amended. The vote was unanimous with six absences (Alves, Dorado, Drummond, Halloum, Puzia and Raymond); there were no abstentions.
2.	Review and Approval of 4/20/18 minutes	The 4/20/18 minutes were reviewed. Agenda item #7 (Process Update Preview) was clarified as to the wording of the motion that had been made, '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 (PRC) had accepted.' After this change was made, the minutes were unanimously approved with six absences (Alves, Dorado, Drummond, Halloum, Puzia and Raymond); there were no abstentions.
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Announcements <ul style="list-style-type: none"> <li>• Flex Workshop on Writing PRs</li> <li>• Updates from College Council</li> </ul>	<ul style="list-style-type: none"> <li>• Obed, Kim and Ray are working on developing a Flex workshop for fall 2018 on how to write a successful program review. Members are encouraged to spread the word and recommend it to people; if committee members have ideas for the workshop, they are to let Ray know. The announcement will also be sent out to the deans to make sure they start thinking about who is going to be on their team and possibly who is going to write the program review. This workshop will be held on Wednesday, August 22<sup>nd</sup>.</li> </ul>

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		<ul style="list-style-type: none"> <li>College Council has received the rankings and also the recommended fundings from the 3SP and other money pools. Rachel and Newin are working on compiling our rankings on the same list as the other ones and so the rankings will be coming back to College Council. If there is any conflict between anything ranked 'C' or lower by the PRC that one of the other funding sources wanted to fund, that decision will now be up to College Council; formerly the President would have done this.</li> </ul>
5.	Student Services Program Review (SSPR) Feedback <ul style="list-style-type: none"> <li>Data Issues/Recommendations</li> <li>Aligning SSPR with IPR</li> </ul>	<ul style="list-style-type: none"> <li>Lindsay Kong reported on student services program review data issues. Each area in student services has a different data need and so it is difficult to create a template that works seamlessly for all of them.</li> <li>Aligning SSPR with IPR was discussed.</li> </ul>
6.	Administrative Program Review (APR) Adjustments and Changes	APR adjustments and changes to the template were discussed.
7.	Rubric Language Discussion	There was discussion on changing the program review rubric language to align with the Educational Master Plan instead of the Strategic Plan and, specifically, the four stages of Connection, Entry, Through and Out. Obed, Ray and Kim will work on this over the summer.
8.	2018-2019 Meeting Dates, Membership, Timeline and Validation Changes	<p>The draft 2018 - 2019 PRC meeting schedule was discussed. The time and day of the week will remain the same. The dates were discussed and amended as follows: 8/22/18; 9/14/18; 10/12/18; 11/09/18; 11/30/18; 2/08/19; 3/08/19; 3/22/19; 4/12/19; and 5/10/19. A motion was made (Oye) and seconded (Hoffmann) to approve the fall 2018 and spring 2019 meeting dates as amended. The vote was unanimous with six absences (Alves, Dorado, Drummond, Halloum, Puzia and Raymond); there were no abstentions.</p> <p>The PRC timeline changes were discussed.</p> <p>PRC membership for fall 2018 was discussed.  <b>Non-returning:</b> Claudia Hein, Anne Petersen, Bill Oye, John Thomas, and Noha Basilious.  <b>Returning:</b> Florence Espiritu, James Hoffmann, Ray Martin, and Obed Vazquez  <b>Unknown:</b> Stephanie Alves, Mike Darr, Maria Dorado, Lisa Drummond, Lena Halloum, Lindsay Kong, Arek Puzia, Brian Raymond</p>
9.	End of Year Report (draft preview)	The draft of the Program Review Committee end of year report was discussed and especially the maintenance of effort items that occur in program review. It will be recommended that the Budget Committee looks at these. We will also be reminding about classified staff hires and whether the PRC should continue to rank these.
10.	Adjournment	The meeting adjourned at 11:25 a.m.