

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

9/14/18

### MEETING INFORMATION

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**COMMITTEE CHARGE:**

*The Program Review Committee (PRC) 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.*

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| <b>DATE:</b>                           | 9/14/18  | <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>                | Katy Agnost, Jean Chiar, Mike Darr, Lisa Drummond, Florence Espiritu, James Hoffmann, Glenn Scott, Obed Vazquez, Christine Worsley |                        |   |
| <b>MEMBERS ABSENT:</b>                 | Stephanie Alves, Maria Dorado, Lindsay Kong, Ray Martin, Arek Puzia, Carmina Quirarte, Brian Raymond, Kim Schenk                   | <b>GUESTS:</b>         | Sam Needham<br><i>(for Brian Raymond)</i> |
| <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 9/14/18 Agenda                              | The 9/14/18 agenda was reviewed. After the agenda was amended to include the insertion of an additional agenda item (Annual Report 2017- 2018) after Item #4 (Announcements), a motion was made (Hoffmann) and seconded (Agnost) to approve the agenda as amended. The vote was unanimous with no abstentions and eight absences (Alves, Dorado, Kong, Martin, Puzia, Quirarte, Raymond, and Schenk).   |
| 2. | Review and Approval of 5/11/18 minutes                  | The May 11, 2018 minutes were reviewed. A motion was made (Hoffmann) and seconded (Espiritu) to approve the minutes as written. The vote was unanimous with no abstentions and eight absences (Alves, Dorado, Kong, Martin, Puzia, Quirarte, Raymond, and Schenk).  |
| 3. | Public Comment <i>(limited to 3 minutes per person)</i> | None.   |
| 4. | Announcements   | <ul style="list-style-type: none"> <li>• Introductions were made around the room.</li> <li>• There is a football game against Sacramento City College tonight at 7:00 p.m. The game is being streamed.</li> <li>• In the spring, PRC discussed having a Flex workshop in the beginning of the fall semester; unfortunately, a date was chosen before it was known what other events were taking place on campus and multiple conflicts occurred with member's schedules due to other events taking place during Flex week. As a result, the first scheduled PRC meeting had to be cancelled.</li> </ul> |
| 5. | Annual Report 2017/2018                                 | The Annual Report template was reviewed and discussed. Themes collected during program review were discussed. The report will be sent to President Lamb.  |

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| 6.  | College Council Update:<br><br>Process<br>Recommendations/Proposals | PRC is a body that reports to the College Council and works in conjunction with the Academic and Classified Senates in terms of processes. The College Governance Committee handout was discussed. This document was updated in 2016 and accepted by College Council and Becky Opsata added sections related to accreditation to the document. PRC membership had become a future item and was never discussed or presented to College Council although it was presented as an issue, it was never resolved. The PRC membership structure and terms of service was discussed as it needs to be updated this year. Three volunteers from PRC were asked to volunteer to work on this to finalize it and submit it to College Council and the Senate for approval because it needs to be finalized and voted on. Members in attendance were polled as to the length of their continued commitment to serving on the PRC. |
| 7.  | Adjustments and Changes:<br>Recommendations from Deans<br>Group     | To be reviewed at the next PRC meeting on 10/12/18.  |
| 8.  | Rubric Language Discussion  | The rubric approved in 2016 was discussed. The version to be used this year has been updated but your browser may need to be updated to bring up the correct version. This rubric was written with the instructional units in mind and does not capture student services or all the APR. A more universal and useful rubric needs to be developed. It will need to be vetted by both the Academic Senate and College Council so it will take at least a year to finish the rubric. Two or three PRC members will need to work on this separately as a project and then present to PRC in spring 2019 or earlier for vetting through the Academic Senate and College Council.   |
| 9.  | Trainings for Fall – Writers and<br>Validators                      | The program review template and materials are located at WEPR as is the Program Review Handbook. The timelines for validation for Student Service has changed. One of the changes is that the annual and comprehensive are both due before Thanksgiving. Everything should be validated on the first Friday in December, which means they have to be turned in two weeks before validation day, so November 16 is the date when the comprehensives and annuals will be due. Everyone will be invited but not required to attend validation on December 7. Trainings will be done in the meantime.  |
| 10. | Approved Items List w/GLs   | A handout was distributed and discussed.   |
| 11. | Adjournment   | The meeting adjourned at 11:18 a.m.  |