

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

11/09/18

### 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.*

<b>DATE:</b>	11/09/18	<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, Maria Dorado, Florence Espiritu, Lindsay Kong, Chi Lo (ASDVC), Ray Martin, Kevin Powell, Carmina Quirarte, Brian Raymond, Glenn Scott, Obed Vazquez		
<b>MEMBERS ABSENT:</b>	Stephanie Alves, Lisa Drummond, James Hoffmann, Kim Schenk Isaac Wang (ASDVC), Christine Worsley	<b>GUESTS:</b>	None
<b>MEETING WAS CALLED TO ORDER AT:</b>	10:10 a.m.	<b>QUORUM PRESENT?</b>	Yes

### AGENDA ITEMS

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	TOPIC	OUTCOME
1.	Adoption of 11/09/18 Agenda	The 11/09/18 agenda was reviewed. A motion was made (Agnost) and seconded (Scott) to approve the agenda as written. The vote was unanimous. There were no abstentions and six absences (Alves, Drummond, Hoffmann, Schenk, Wang and Worsley).
2.	Review and Approval of 10/12/18 minutes	The 10/12/18 minutes were reviewed. A motion was made (Lo) and seconded (Agnost) to approve the minutes as written. The vote was unanimous. There were no abstentions and six absences (Alves, Drummond, Hoffmann, Schenk, Wang and Worsley).
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Announcements	<ul style="list-style-type: none"> <li>• (Obed Vazquez) <b>Committee structure.</b> No update. This needs to be put on agendas for the Classified and Academic Senates and College Council. Obed to provide updates on this after further discussion with these groups.</li> <li>• (Obed Vazquez) <b>Training.</b> Information is still needed from various areas as to who the validation team members are. Members were encouraged get their areas to let Joy Brucelas know the names of who the comprehensive validators are from the list. As soon as they know who these people are, they should be given access to read-only comprehensive reviews. Program reviews are due the Wednesday before Thanksgiving, November 22, which is before the Program Review Committee next meets again.</li> <li>• (Katy Agnost) <b>RPEC program review flex workshop.</b> Earlier this week RPEC put on an hour long flex workshop about program review. Approximately 15 – 20 people attended, most of whom were writing program reviews. There was a lot of interest in how to use and analyze data. There may be a need as a college on how to write this. PRC may need to work with RPEC to put on a workshop earlier in the fall.</li> </ul>

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		<ul style="list-style-type: none"> <li>• (Ray Martin) <b>Student completion and success rate data.</b> College Council wants program review in our next cycle to add more specific data regarding completion and success rates and steps taken to get to improved completion rates for certificates and degrees.</li> </ul>
5.	Committee Membership and Structure – Report	There's no update on the PRC committee structure. Obed will talk to Beth and Marisa and get it as an item on both the Classified and Academic Senate agendas and College Council.
6.	Recommendations from Dean's Group on Process	The AB-705 request was discussed.  The proposed Integrated Program Review document was discussed.
7.	Other	N/A
8.	Adjournment	The meeting adjourned at 11:18 a.m.