

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

11/30/18

### MEETING INFORMATION

---

**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>	11/30/18	<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, Stephanie Alves, Jean Chiar, Florence Espiritu, James Hoffmann, Lindsay Kong, Chi Lo (ASDVC), Ray Martin, Carmina Quirarte, Brian Raymond, Kim Schenk (ex-officio), Glenn Scott, Obed Vazquez, Isaac Wang (Student Rep/ASDVC), Christine Worsley		
<b>MEMBERS ABSENT:</b>	Mike Darr, Maria Dorado, Lisa Drummond, Kevin Powell, Arek Puzia	<b>GUESTS:</b>	None
<b>MEETING WAS CALLED TO ORDER AT:</b>	10:05 a.m.	<b>QUORUM PRESENT?</b>	Yes

### AGENDA ITEMS

---

	TOPIC	OUTCOME
1.	Adoption of 11/30/18 Agenda	The 11/30/18 agenda was reviewed. Four items were added to the agenda under agenda item #6, Other: <ol style="list-style-type: none"> <li>1. Current categorically funded programs and positions and how they fit into writing program review</li> <li>2. 2018-2109 program review rubrics language updates to conform to the Educational Master Plan</li> <li>3. Clarification of safety concerns in program review</li> <li>4. Integrated program review – next steps</li> </ol> <p>After the agenda was amended to include these items, a motion was made (Hoffmann) and seconded (Agnost) to approve the agenda as written. The vote was unanimous; there were no abstentions and five absences (Darr, Dorado, Drummond, Powell, and Puzia).</p>
2.	Review and Approval of 11/09/18 minutes	The 11/09/18 minutes were reviewed. Motion was made (Agnost) and seconded (Worsley) to approve the minutes as written. The vote was unanimous; there were no abstentions and five absences (Darr, Dorado, Drummond, Powell, and Puzia).
3.	Public Comment <i>(limited to 3 minutes per person)</i>	Obed introduced Cory Dostie to the committee. Cory is a Communication Access Realtime Transcription (CART) Provider and Live Captioner for the Disabled Community and is assisting Obed with the remote text that enables him to read dialogue as it occurs while he speaks with the committee.
4.	Announcements	<ul style="list-style-type: none"> <li>• (Obed) Validation is on Friday, 12/07/18. A form was sent out to committee members with a table to update who is doing comprehensive writing of program reviews, who is validating them, where they are going to meet, etc. on this day. All the meetings will be held in the</li> </ul>

## MINUTES – PROGRAM REVIEW COMMITTEE (PRC)

11/30/18

		<p>ATC building and Obed, Kim and Ray will be present to answer questions. All the groups are meeting there and everyone is welcome to attend. Obed will send out the form.</p> <ul style="list-style-type: none"> <li>• (Obed) Kim led a program review write up for the administrators on Wednesday, November 28. One of the things PRC had requested at that meeting was feedback in terms of how that is working. PRC would like to keep a standard template across the board and to be able to incorporate things that are specific and that we need for each of the program reviews. This feedback will come back to PRC.</li> <li>• (Kim) As a result of Title 5, everyone is in compliance and nobody will be prevented from participating in the RAP.</li> </ul>
5.	Committee Workgroups for Spring	(Ray) Workgroups for spring are still tentative. The committee will start with the same breakouts as we did last year. A sign-up sheet was passed around to the committee members and everyone was instructed to choose one of the four working groups.
6.	<p>Other</p> <ul style="list-style-type: none"> <li>• Current categorically funded programs and positions and how they fit into writing program review</li> <li>• 2018-2109 program review rubrics language updates to conform to the Educational Master Plan</li> <li>• Clarification of safety concerns in program review</li> <li>• Integrated program review – next steps</li> </ul>	<ul style="list-style-type: none"> <li>○ There was a discussion on current categorically funded programs and positions and how that fits into writing program review.</li> <li>○ The 2018-19 program review rubrics language updates to conform to the Ed Master Plan were discussed.</li> <li>○ (Christine) Christine received a memo or notice this morning from the Safety Committee about placing certain safety equipment in program review. When Pete and Ted were college presidents here at DVC, they had stated that no safety issues were to come to program review and that they should instead go straight to the area deans to be dealt with so, this message conflicts with what the campus has previously been told regarding funding of safety items. The committee discussed how to handle this situation.</li> <li>○ (Kim) A proposal came from the dean’s group about revising validation to make it integrated so that staff, administrators and faculty were included in validation. A question was raised about follow-up on this subject. This item will come back to the committee in terms of process.</li> </ul>
7.	Adjournment	The meeting adjourned at 11:04 a.m.