

PROGRAM REVIEW COMMITTEE (PRC)

**MEETING NOTES\***

3/16/18

**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.*

**\* The following meeting summary will be referred to as notes and not minutes since no quorum was present to hold a formal meeting; however, discussions occurred for participants of the committee.**

<b>DATE:</b>	3/16/18	<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, Maria Dorado, Florence Espiritu, Kim Schenk (ex officio), Bill Oye, Arek Puzia, Kim Schenk (ex-officio), John Thomas, Christine Worsley		
<b>MEMBERS ABSENT:</b>	Stephanie Alves, Noha Basiliou, Lisa Drummond, Lena Halloum, Claudia Hein, James Hoffmann, Lindsay Kong, Ray Martin (co-chair), Anne Petersen, Brian Raymond, Obed Vazquez (co-chair)	<b>GUESTS:</b>	Susan Lamb (President), Laurie Lema, Percy Roper
<b>MEETING WAS CALLED TO ORDER AT:</b>	10:12 a.m.	<b>QUORUM PRESENT?</b>	No

**AGENDA ITEMS**

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	TOPIC	OUTCOME
1.	Adoption of 3/16/18 Agenda	Due to lack of a quorum, this item could not be adopted and, instead, discussions occurred for participants of the committee.
2.	Review and Approval of 2/23/18 Minutes	Due to lack of a quorum, this item was tabled.
3.	Public Comment <i>(limited to 3 minutes per person)</i>	None.
4.	Announcements/Updates <ul style="list-style-type: none"> <li>– Update on Obed</li> <li>– Subgroup Updates</li> </ul>	Obed suffered hearing loss on an airplane and is unable to hear anything. As a result, a number of the deans has absorbed certain of his duties during this time. Christine Worsley is the interim chairperson with Ray Martin on the PRC as long as is needed.  (The subgroup discussion was moved to the end of the meeting).

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5.	Funding Sources Update from College Council	The funding source changes that President Lamb had discussed with PRC at our last meeting was also discussed in CC last week. Christine reviewed the changes with the committee.
6.	Aligning Program Review with the Educational Master Plan	Laurie Lema and Kim Schenk discussed aligning Program Review with the Educational Master Plan.
7.	Next Years' Meeting Dates	This item was tabled.
8.	Discussion of Administrative Program Review	President Lamb discussed Administrative Program Review. Process and template improvement recommendations will be an agenda item for the April 20, 2018 meeting.
9.	Submission of Rankings	Christine discussed the ranking submission process over the next few weeks. Obed will be organizing all the spreadsheets once he gets each group's final rankings. Each group needs to submit their final ranking by Friday, April 13 via email. Please cc Obed, Ray and Christine. This information needs to be put on the spreadsheet found on OneDrive. When members send emails, if they have any notes regarding themes, concerns or any kind of side notes that you want added, that maybe don't fit on the spreadsheet, you can put it in the body of the email. April 20 is a big meeting; all members need to attend to approve the final evaluations because after this date, the list is being moved to College Council.
10.	Group Meeting Time/Group Work	
11.	Adjournment	The meeting adjourned at 11:33 a.m.