



**AGENDA**

**Thursday May 5, 2018 12pm**

**LRC Conference Room**

***BCC Strategic  
Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent*

1. Approve Agenda
2. Approval of Minutes from 4.24.18
3. Review Report to IEC
4. Discussion- Program Review Forms/Cycle
5. Update- Committee Purpose and Membership at PSGC



## Program Review Committee (PRC)

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### **Minutes**

**Thursday May 3, 2018, 2018**

**12pm**

**LRC Conference Room (L-4)**

The meeting was called to order at 12:05 pm with the following members in attendance: Beverly Ranney, Christina Calderon, David Morse, April Yanez, and Lisa Holmes.

We did not have a quorum so we were unable to vote on any of the business. We decided to send an email vote out to the committee to vote for the IEC report. We also decided a small committee would continue to be held in the summer so as to complete the forms for the new Program Review cycle.



**AGENDA**

**Tuesday, April 24, 2018**

**12pm**

**LRC Conference Room**

***BCC Strategic  
Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent*

1. Approve Agenda
2. Approval of Minutes from 3.27.18
3. Review Rubric Trends
4. Discussion- Program Review Forms/Cycle
5. Update- Committee Purpose and Membership at PSGC



## Program Review Committee (PRC)

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### Minutes

**Tuesday, February 27, 2018**

**12pm**

**LRC Conference Room (L-4)**

The meeting was called to order at 12:10 pm with the following members in attendance: Beverly Ranney, Christina Calderon, Kimberly Young, David Morse, April Yanez, Emily Spencer, Lisa Holmes, Penny Shreve, Gustavo bento, Jessica Tainatongo, and Kim Young.

1. The meeting agenda was approved with a motion from April Yanez and a second from Kim Young.
2. The meeting minutes from 4.24.18 was approved with a motion from Jessica Tainatongo and Beverly Ranney.
3. The PRC reviewed trends and discussed what would be included in the report to the IEC. The report is included below:
  - The Program Review Committee (PRC) as a whole has witnessed a noticeable decline in the overall quality of the program review forms that were submitted.
  - In addition many of the Non-Instructional program reviews have yet to be completed and submitted.
  - The PRC has many reasons as to why this may have happened in the past year:
    - o Staff and Faculty do not have a clear idea as to what should be labeled as a program
    - o There is an absence of full-time faculty in some disciplines and others have new faculty members that are not aware of the purpose or process for program review
    - o Many new administrators were hired in the middle or after the program reviews needed to be submitted
    - o There seemed to be confusion connected to the cycle, where some programs did not know if they needed to complete a complete or updated review
    - o There seems to be a lack of accountability in reference to the review deadlines and submissions
    - o The PRC did not receive BAP's for many programs and staff and faculty both are unsure as to when a BAP is needed.
  - In reading through the reviews there are some trends in needed resources:
    - o Instructional- additional staffing, marketing for additional courses, and training for adjunct faculty
    - o Non-Instructional- additional staffing
  - In response the PRC has had many discussions about the importance of reviewing and updating both the program review cycle, training, and forms.
    - o The PRC has proposed many changes to the current forms to lead writers to reflect meaningfully on their programs, suggest needed resources, and to develop specific goals to increase their overall effectiveness to promote student success.
    - o The PRC has set a new cycle with instructional program reviews moving to a calendar year cycle. Next year instructional program reviews will be due on March 1<sup>st</sup> and Non-Instructional Program Reviews will be due on September 1<sup>st</sup>.
    - o Additional training on goal setting will be integrated on both the instructional and non-instructional side.
    - o Training within departments will also focus on what types of resource requests need to be included in a BAP or can be requested through other means.

4. Update: the Purpose statement and membership will be on the agenda for approval at the April 25<sup>th</sup> PSGC meeting.



**AGENDA**

**Tuesday, March 27, 2018**

**12pm**

**LRC Conference Room**

***BCC Strategic  
Priorities:***

1. *Educational Success*
  2. *Marketing and Outreach*
  3. *Fiscal Health*
  4. *Safety for All*
  5. *Campus Culture*
  6. *Evidence Based Decision Making*
  7. *Diverse and Excellent*
1. Approve Agenda
  2. Approval of Minutes from 2.27.18
  3. Discussion- Program Review Process/Forms
  4. Review Ruberic Trends
  5. Update- Committe Membership Proposal at Academic Senate



## Program Review Committee (PRC)

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### Minutes

**Tuesday, March 27, 2018**

**12pm**

**LRC Conference Room (L-4)**

The meeting was called to order at 12:12pm with the following members in attendance: Beverly Ranney, Christina Calderon, Jessica Tainatongo, David Morse and Gustavo Bento.

Due to low attendance the committee could not make any motions or vote for any changes so they held a discussion about the proposed information that would be included and excluded from the existing Program review forms.

- The mission and vision section and the program description of the program reviews will be removed. This information will be kept up on the new Barstow College website.
- The Instructional Program Review (IPR) data section should include the data collected for various DI populations for review. This data will be given to the faculty for their program and will ask faculty to reflect on a few questions:
  - REFLECTING ON THE DATA GIVEN, HOW DOES THIS INFORMATION ASSIST YOUR PROGRAM TO MEET YOUR PLO's OUTCOMES?
  - REFLECTING SPECIFICALLY ON DI POPULATIONS- DO YOU SEE ANY EQUITY GAPS, HOW CAN YOUR PROGRAM WORK TO CLOSE THESE GAPS?
- The Two- Year Scheduling plan should be addressed in the guided pathways discussion and should be included on the website under program pages.
- The co-chairs were not sure of the purpose of the current curriculum section but would like this section to include the below question. This section can be tied to the budget, faculty can express their budgetary needs and tie it to improvements in their curriculum.
  - REFLECT ON CHANGES IN YOUR CURRICULUM OR ONES YOU WANT TO SEE.
- Internal and external threats/opportunities will be eliminated.
- The section containing continuing education and professional development need to tie into budget allocation. Not just a list of what has been done, but also on what professional development is needed to assist in classroom instruction. This section should be aligned to the professional development plan that Lyle Engeldinger is working on.
- Prior goals was removed. This section should only be included in the PR updates.
- Goals section will include three questions:
  - WHAT NEED DOES THIS GOAL FULFILL?
  - LIST TWO OR THREE WAYS THAT YOU PLAN TO MEET THIS GOAL.

○ HOW CAN YOU SHOW THE GOAL HAS BEEN MET?

- The goal section will also list the strategic priorities and a link to how the program goals will align with the strategic priorities.
- The Non-Instructional Program review will include most of the same information with differing sections on program data. A discussion about how non-instructional programs/departments will be linked to student data including DI populations. More discussion is needed on this topic.
- A discussion on the program review schedule ended with many suggestions on changing our current deadlines and cycle dates.





**AGENDA**

**Tuesday, February 27, 2018**

**12pm**

**LRC Conference Room**

***BCC Strategic  
Priorities:***

1. *Educational Success*
  2. *Marketing and Outreach*
  3. *Fiscal Health*
  4. *Safety for All*
  5. *Campus Culture*
  6. *Evidence Based Decision Making*
  7. *Diverse and Excellent*
1. Approve Agenda
  2. Approval of Minutes from 12.7.17
  3. Program Review Purpose Statement Revision
  4. Discussion- Program Review Process
  5. Discussion-Program Review Ruberic Trends



## Program Review Committee (PRC)

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### Minutes

Tuesday, February 27, 2018

12pm

LRC Conference Room (L-4)

The meeting was called to order at 12:005pm with the following members in attendance: Beverly Ranney, Christina Calderon, Kimberly Young, David Morse, April Yanez, Emily Spencer and Lisa Holmes.

1. The meeting agenda was approved with a motion by Kim Young and a second by Emily Spencer
2. The meeting minutes were approved with a motion by April Yanez and a second by Emily Spencer with a slight change- ICE needs to be changed to IEC.
3. Purpose statement change: The new purpose statement is as follows:

**PURPOSE STATEMENT:** The purpose of the Program Review Committee is to provide annual training and quality feedback to improve the effectiveness of every College program and service through the annual program review process. This includes providing a yearly report of trends found in the program review submissions to promote continuous, sustainable improvement to the planning process and budget development. *The committee reviews the Program Review Forms, considers any necessary updates and annually evaluates the Program Review process.* The Program Review Committee is a subcommittee of the Institutional Effectiveness Committee.

The committee makeup was also discussed- under advisory members we are changing the Dean of research, Development and Planning will now be the Director of Research, Development and Planning. The committee also would like to add an additional faculty member from CTE to the committee. This proposal will need to be requested from the Academic Senate before it can be sent to PSGC for approval.

4. The committee discussed the quality of the program reviews that they reviewed this year. The consensus from the group was that the overall quality was low this year with a lack of true review of the programs and almost overall lack of data- or review of the data provided. The committee discussed that Program Review forms and processes need to be reviewed and revised. After a lengthy discussion the committee decided that the Mission, Vision, and Program description are not something that need to be in every review. A proposal was made to have a webpage for each program linked to the main Barstow College website. The program's mission, vision, and program description could live on these pages and if new programs were made or there was a need for a change it could be edited on the site.

The committee also discussed the basic information that needed to be included on the forms, something simple and easy to understand that would focus on meaningful review that would promote ongoing improvement for the individual departments. We will also need a section that includes next steps for the department and what areas need improvement. A goal setting section with training to show departments what goals are and to discourage goals that are hiring staff. Also a section to request professional development opportunities and some type of budget request. This discussion will continue at our next meeting.

5. Trends Discussion was tables for the next meeting.



**AGENDA**

**Thursday, December 7, 2017**

**12pm**

**LRC Conference Room (L-4)**

***BCC Strategic  
Priorities:***

1. *Educational Success*
  2. *Marketing and Outreach*
  3. *Fiscal Health*
  4. *Safety for All*
  5. *Campus Culture*
  6. *Evidence Based Decision Making*
  7. *Diverse and Excellent*
1. Approve Agenda
  2. Approval of Minutes from 10.17.17
  3. Vote: Program Review Purpose Statement
  4. Discussion- Program Review Committee Membership & Subcommittee Status
  5. Program Review Assignments

Minutes from 12/7/2017 PR Committee meeting

1. Approve Agenda: 1<sup>st</sup>: Kim, 2<sup>nd</sup>: Emily
2. Approve minutes from 10.17.17: 1<sup>st</sup>: April, 2<sup>nd</sup>: Gustavo
3. Vote to approve amended program review purpose statement:

“The purpose of the Program Review Committee is to provide annual training and quality feedback to improve the effectiveness of every College program and service through the annual program review process. This includes providing a yearly report of trends found in the program review submissions to promote continuous, sustainable improvement to the planning process and budget development. The Program Review Committee is a subcommittee of the Institutional Effectiveness Committee.”

Kim proposed the amended version to vote on, April seconded the motion and it passed.

4. Discussion: We agreed that we need to continue this discussion at the next meeting regarding membership. We confirmed the status as an ICE subcommittee. We would like to add CTE faculty to the committee. We would also like to add a Canvas shell for distribution of the PRs to committee members. This might also provide a convenient avenue to foster dialogue with programs regarding feedback on their program reviews via discussion boards. We will be proposing faculty training in April and Beverly will send that recommendation to Dr. Morse after we discuss exactly what we want included in the training and how much time we need at a faculty meeting.

5. Assignments were divided up with each person present taking 10 program reviews to score. See attached.

6. Adjourn at 12:58 pm

Present: Gustavo Bento, Joann Garcia, Lisa Holmes, Beverly Ranney, Penny Shreve, Emily Spencer, April Yanez and Kim Young.

Program Review	Reviewer 1	Reviewer 2
A&R/FA	Lisa	
Academic Affairs	Lisa	Gustavo
BADM/MGMT	Joann	
ACSK	Beverly	
ADJU	Joann	Beverly
Administration Services	Lisa	
Assessment/Computer Commons	Penny	
Athletics	Joann	April
Auto/Diesel	Kim	Beverly
Basic Skills	Gustavo	Emily
Biology	Emily	
Business Office	Joann	Lisa
Chem	Kim	Gustavo

Cosmo	Joann	April
Counseling	April	
CTE	Kim	
Earth Science	Emily	Beverly
English	Penny	Beverly
EOPS et al	Lisa	April
ESL	Gustavo	
Fine Arts	Kim	
Ft Irwin	Kim	
History	Emily	Penny
Human Resources	Penny	Beverly
IMMT	Penny	
Information Technology	Gustavo	
Institutional Research	Kim	Gustavo
ITC online office	Lisa	Beverly
Library	Kim	Beverly
M&O	Joann	Kim
Music and TART	Penny	Emily
CBIS/BOTE	Penny	
CSIS		
ORIE/SDEV		
Philosophy/Religion	April	Beverly
Photo	Joann	Kim
PE	Gustavo	Beverly
POLI	Emily	Beverly
President's Office	Lisa	
PSYC	Emily	Beverly
SOCI	Kim	Beverly
SPAN	Emily	Gustavo
Speech	Emily	Beverly
Student Life	April	Beverly
TCPC	April	Penny
Tutorial	Joann	April
WARE	Joann	
Welding	Gustavo	Beverly
COMM		
ECON (?)		
ELCT		
MATH	Penny	Beverly
PIO	April	Lisa
Student Service	April	
Student Success and Equity	Lisa	Beverly
ACCT	Penny	



**AGENDA**

**Tuesday October 17, 2017**

**12pm**

**LRC Conference Room (L-4)**

***BCC Strategic  
Priorities:***

1. *Educational Success*
2. *Marketing and Outreach*
3. *Fiscal Health*
4. *Safety for All*
5. *Campus Culture*
6. *Evidence Based Decision Making*
7. *Diverse and Excellent*

1. Approve Agenda
2. Review of Committee Survey
3. IEC Result and Follow Up Discussion
4. Program Review Timeline
5. AP/BP Review



## Program Review Committee (PRC)

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### Minutes

**Tuesday, October 17, 2017**

**12pm**

**LRC Conference Room (L-4)**

The meeting was called to order at 12:02pm with the following members in attendance: Beverly Ranney, Christina Calderon, Kimberly Young, David Morse, Tim Botengen, April Yanez, Emily Spencer, Gustavo Bento, and Lisa Holmes.

1. Approval of Agenda: The meeting agenda was approved, Motion by Kim Young and seconded by April Yanez.
2. The Program review committee discussed the end of year survey that was sent out by the Institutional Research Department. The committee had recommendations going forward based on the survey results:
  - The committee discussed that we should go over the purpose of the committee at the start of every year because new members may not be aware of the purpose and what our responsibilities' are.
  - The committee chairs will work to ensure that an agenda and materials are sent out to the membership before the meeting so that members are able to prepare for the meetings.
  - When new members are added to the committee we need to provide more training and discussion about the rubrics so that new members are more comfortable with them and can give quality feedback.
  - We have planned our meetings during the lunch hour to accommodate the faculty schedules so we have their voice and opinions available at the meetings.
  - Some members would like more representation on the committee and we are planning to review our committee makeup.
3. The committee discussed the timetable for program reviews. We should have all program reviews sent to the chairs by December 1, 2017. On December 5<sup>th</sup> we are planning a meeting to assign committee members their program reviews. Committee members will have until February 10<sup>th</sup> to complete all Program Review Rubrics. On March 1<sup>st</sup> the rubrics will be made available to Program Review originators and by the end of March the Program Review Committee will have a report for the Institutional Effectiveness Committee.
4. The committee briefly discussed the AP/BP for institutional planning.
5. The meeting was adjourned at 1pm.



