Program Review Committee (PRC)

AGENDA
Tuesday August 28, 2018
12:30pm
VPSS Conference Room

1. Approve Agenda
2. Resource Allocation Process for Fall 2018
3. Data Discussion for Non-Instructional Reviews
4. Differences Between AUO’s and SLO’s
5. Non-Instructional Pitfalls/Training

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

PRC: Meeting Agenda
The meeting was called to order at 12:30pm with the following members in attendance: April Yanez, Lisa Holmes, Christina Calderon, Penny Shreve, Joann Garcia, Karen Kane, Kim Young, and Tim Botengen.

1. The Agenda was approved with a motion from April Yanez and a second from Joann Garcia.

2. Resource Allocation: The Program Review cycle for the current year will not be collected under the normal timeframes. The PRC is tasked with using this time to renew the process and update the forms. The committee members discussed that departments would still need an avenue to request resources for this year. It was decided that a meeting between Academic Affairs and Student Services leadership would be scheduled on September 28, 2018 in the VPSS from 1pm to 3:30pm to discuss resource needs. All leadership would need to bring their department’s resource requests to this meeting.

3. Data Discussion for Non-Instructional Program Reviews: The committee discussed that the most important thing that needed to be addressed was resource requests. Our forms and updates to the process would need to be discussed later in the semester due to the curriculum update project that would take a lot of time. The committee decided to schedule another meeting of just the Non-Instructional committee members for October 10, 2018 at 10am to discuss updating the forms. At that time we will discuss future meetings with the whole PRC to plan the future of the process.

4. Items 4 and 5 on the agenda were tabled for a later date.

5. The meeting was adjourned at 5pm.
AGENDA
Wednesday, November 14, 2018
12:30 pm
VPSS

1. Approve Agenda
2. Approve: Minutes 8.28.18
3. PRC Effectivness Survey Results
4. Program Review Discussion

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
The meeting was called to order at 12:30pm with the following members in attendance: April Yanez, Christina Calderon, Joann Garcia, Karen Kane, Kim Young, Tim Botengen, Beverly Ranney, Andrew Rehfeld, Beverly Ranney, Jessica Tainatongo, Gustavo Bento, and Missy Cunningham.

1. Agenda: The agenda was approved with a motion from April Yanez and a second from Jessica Tainatongo.

2. Minutes from 8.28.18: The minutes were approved with a motion by Joann Garcia and a second by April Yanez.

3. PRC Effectiveness Survey: The committee reviewed the results that were sent out from the effectiveness survey that was sent out for completion from committee member in the spring. In reviewing the results the committee discussed revisiting our meeting schedules to ensure that all committee members could participate. There was also discussion about having regular monthly meetings going forward in the spring so that committee members could anticipate regular meetings on a fixed schedule. The committee also brought up the importance of going over the committee purpose at the beginning of the year and focusing on training for new committee members about the importance of program review and its processes. The committee also reviewed the recommendations from last year’s survey and found that many of the recommendations and action plans had been addressed during the year.

4. Program Review Discussion: The committee reviewed the draft of the Strategic Plan. Program Review within instructional and non-instructional programs should align with this plan. Beverly Ranney suggested that when we start to plan who should be responsible for completing reviews for instructional programs it should be organized by meta major to align with Guided Pathways. This discussion needs to be faculty focused and can be addressed during the Faculty retreat in January. The committee also discussed the rubric for program review and decided that this would not be something we would keep going forward. Instead the committee would need to review both the program reviews and the BAPS and then have a discussion about the patterns and trends found. These recommendations would be brought to IEC. Karen Kane and Jessica Tainatongo brought forward discussion about a new program called Caring Campus that is focused on classified staff but is focused on Guided Pathways for the college as a whole. Karen believes that the Program Review Committee should participate in the program and should attend the kickoff visit scheduled on December 6th because we have a range of representation from the college as a whole. The committee plans to have the forms and process completed in early spring. Trainings on the new process/forms could take place in late spring with a draft due at this time. Once we have the drafts, the PRC could review and assist programs to strengthen their review and bring it forward for the fall. The committee decided to meet again in the middle of February to continue the discussion.

5. Meeting adjourned at 1:33pm.