





**AGENDA**

**September 12, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Meeting Schedule for Fall 2013
2. Development of Program Review Evaluation Rubric
3. Processes for Fall 2013 Program Review handling



**September 12, 2013**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management		Stephen Eaton	Advisory
	Kyri Freeman	Co-Chair	X	Heather Caldon	Management			Student
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Vacant	Faculty	X	Rhonda Sheffield	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
1.	<b>Meeting Schedule for Fall 2013/PRC Task Timetable</b>	Discussion	Young		<b>Completed</b>
	The committee reviewed the timetable for completing PRC tasks to meet IEC deadlines for fall. With the concentrated timeline in mind, the committee agreed to meet on a weekly basis. Meetings will be scheduled for Thursdays, 3:30 p.m.				
2.	<b>Development of Program Review (PR) Evaluation Rubric</b>	Discussion	Young	<b>9/19/13</b>	<b>Carried forward</b>
	The committee reviewed sample PR rubrics and discussed how to best incorporate the elements needed for PR evaluation. The basic structure of a particular sample was preferred by the committee, and will be adapted with insertion of BCC information. Members will review example language and bring back suggestions for continued development of rubric.				
3.	<b>Processes for handling of 2013 PRs</b>	Discussion		<b>9/19/13</b>	<b>Carried forward</b>
	The committee discussed the evaluation process for handling this year's program reviews. A consolidated list of programs will be compiled to determine approximate total number of reviews/updates expected. The committee will then determine appropriate assignments and timeline.				

\*Completed, deleted or carried forward



**AGENDA**

**September 19, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (9/12/13)
2. Revisit of process questions from last week's meeting
3. Fall 2013 Program Review: Tentative listing
4. Program Review Evaluation Rubric: Continued development



<b>September 19, 2013</b> <b>3:30 p.m.</b> <b>IE Conference Room (L-40)</b>								
X	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management			
	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30 p.m.				
1.	<b>Approve Minutes (9/12/13)</b>	Approved			<b>Completed</b>
2.	<b>Revisit process questions and timeline from 9/12/meeting</b>	Discussion	Young	<b>9/26/13</b>	<b>Carried Forward</b>
	The committee reviewed the timeline which was outlined at the 9/12/13 meeting to address concerns regarding the brief period the committee would have for evaluation. The timeline will be updated where possible with these concerns in mind.				
3.	<b>Fall 2013 Program Review: Tentative Listing</b>	Information	Sanchez		<b>Completed</b>
	The committee reviewed the tentative listing of programs and departments expected to submit Program Reviews and Annual Updates. Once the PRs have actually been submitted, an exact list will be compiled for the purposes of assigning evaluations to committee members.				
4.	<b>Program Review Evaluation Rubric: Continued development</b>	Discussion	Young		<b>Carried Forward</b>
	Discussion continued regarding the desired elements for the PR evaluation rubric. Some feedback was submitted, which will be incorporated into the working rubric. In addition, the ACCJC Rubric for Evaluating Institutional Effectiveness – Part I: Program Review was examined for applicable language which could be adapted for use in the PR rubric.				
	Meeting adjourned: 4:25 p.m.				

\*Completed, deleted or carried forward



**AGENDA**

**September 26, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (9/19/13)
2. Distribute revised timeline for PR evaluations
3. Program Review Evaluation Rubric: Continued development
  - a. Member assignments
  - b. Upcoming dates
4. Other



**September 26, 2013  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair		Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management			
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
		Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:32				
1.	<b>Approve Minutes (9/19/13)</b>	Approved			<b>Completed</b>
2.	<b>Revised Timeline for PR Evaluations</b>	Information	Freeman		<b>Completed</b>
	The committee reviewed the revised timeline for evaluation of 2013 Program Reviews. Specific attention was drawn to important deadlines, and members were referred to the explanatory text on second page for any clarification.				
3.	<b>Program Review Evaluation Rubric</b>	Discussion		<b>10/3/13</b>	<b>Carried forward</b>
	After brief discussion, remaining segments of rubric were assigned to members to draft descriptors for the various performance levels. Members will submit drafts NLT Wednesday, October 2, 3:00 p.m. for incorporation into the rubric as a whole. Intent is to finalize the rubric next meeting (10/3) and to use it as a group for an example evaluation the following meeting (10/10).				
4.	<b>Other: Program Performance Data</b>	Information/ Discussion	Caldon		<b>Completed</b>
	The Campus Data Tool reports for program performance data questions 1, 2, 3, and 5 have been completed and are ready for use. However, question #4 regarding the WSCH/FTEF ratio has not been finalized and will not be available for this reporting cycle. Work will continue to develop a report for this question.  Some calculations will still need to be done to transform the report data from the other questions into the format requested on the Program Review form. H. Caldon will send an email to provide precise instructions for faculty and others who need the data.				
	<b>Other: Membership</b> Jill Murphy has been appointed as the second faculty representative selected by the Academic Senate.				
	Meeting adjourned: 4:00 p.m.				

\*Completed, deleted or carried forward



**AGENDA**

**October 3, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (9/26/13)
2. Program Review Evaluation Rubric: Finalization
3. Other





**October 3, 2013  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair		Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management			
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
X	Jill Murphy	Faculty		Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30 p.m.				
1.	<b>Approve Minutes (9/26/13)</b>	Approved			<b>Completed</b>
2.	<b>Program Review Evaluation Rubric: Finalization</b>	Discussion		<b>10/10/13</b>	<b>Carried Forward</b>
	The draft rubric, with components contributed by the members, was reviewed by the committee. Several modifications were made to assure alignment with the Program Review forms and to maintain consistency across the various segments. Work will continue on the form throughout the upcoming week so that it can be used on a testing basis at the next meeting.				
	Meeting adjourned: 5:05 p.m.				

\*Completed, deleted or carried forward

**PROGRAM REVIEW COMMITTEE MEETING  
OCTOBER 10, 2013**

- I. CALL TO ORDER**
- II. BRIEF REVIEW OF REVISED RUBRIC**
- III. SAMPLE RUN OF EVALUATION PROCESS**
- IV. OTHER**

**PROGRAM REVIEW COMMITTEE MEETING**  
**OCTOBER 10, 2013**

**I. CALL TO ORDER-**

The meeting was called to order at 3:30 with the following members in attendance: Co-Chairs - Kim Young and Kyri Freeman, Faculty – Sally Van Den Berg, Management – Heather Caldon and Penny Shreve, Classified– Christina Calderon and Wendy Packer, Advisory – Stephen Eaton

**II. BRIEF REVIEW OF REVISED RUBRIC-**

The committee reviewed the changes made to the Program Review rubric at the last meeting. Members were informed that J. Sanchez also made some changes to keep the continuity throughout the rubric as well.

**III. SAMPLE RUN OF EVALUATION PROCESS-**

The committee used the rubric to evaluate question 3 for both an Instructional and Non-Instructional Program Review. In the process of reviewing the documents, some of the committee members raised concerns that some of the questions were not specific enough or were not worded to get the specific information that was desired when the original document was made. This feedback will be used when updating the document for future program reviews.

**IV. ADJOURNMENT-**

The meeting was adjourned at 4:32pm.



**AGENDA**

**October 17, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (10/3/13; 10/10/13)
2. Brief Review of Rubric Changes
3. Member Program Review Assignments
4. Other



**October 17, 2013  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair		Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management			
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Jill Murphy	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	<b>Meeting called to order:</b> 3:30 p.m.				
1.	<b>Approve Minutes (10/10/13)</b>	Approved			<b>Completed</b>
2.	<b>Brief Review of Rubric Changes</b>				<b>Completed</b>
	The modifications suggested at the last meeting were incorporated into the rubric and the finalized document was reviewed with the committee.				
3.	<b>Member Assignments for PR Evaluation</b>				<b>Completed</b>
	<ul style="list-style-type: none"> <li>• Members were each assigned 8 PRs for evaluation, with each PR having 2 evaluators.</li> <li>• Most of the PRs and accompanying BAPs have been submitted; a few are still outstanding.</li> <li>• The PRs will be placed in the PRC folder on the "I" drive for easy access. Members will have evaluations for PRs with BAPs completed by 10/31, flagging those with BAPS which may benefit from emphasizing stronger connections to institutional priorities.</li> <li>• These will be returned to the originator for an opportunity to provide additional information. There will be a one-week turn around time, and all BAPs must be resubmitted to the committee NLT 11/8.</li> </ul>				
4.	<b>Other</b>				<b>Completed</b>
	An additional form will be provided to members for documenting both process issues and PR trends; these will be compiled and analyzed for inclusion in the PRC report to the IEC.				
	<b>Meeting adjourned:</b> 4:20 p.m.				

\*Completed, deleted or carried forward



**AGENDA**

**October 24, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (10/17/13)
2. PR Question 3.A.1. - Discussion (Eaton)
3. PR Evaluation Assignments: Status, Questions
4. Other



<b>October 24, 2013</b> <b>3:30 p.m.</b> <b>IE Conference Room (L-40)</b>								
X	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management			
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Jill Murphy	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30 p.m.				
1.	<b>Approve Minutes (10/17/13)</b>	Approved			<b>Completed</b>
2.	<b>PR Question 3.A.1</b>	Discussion	Eaton		
	The PRC will need to address this question for upcoming cycles. PRs are showing that departments need additional training to clarify the differences between “measures” and “results.” Rather than providing a list of things a department does, it would be helpful to answer “how well do your process work?” and “how do you measure whether your processes are efficient and/or effective?”				
3.	<b>PR Evaluation Assignments: Status and Questions</b>	Discussion			<b>Completed</b>
	Members provided updates regarding the status of PR evaluations. Those PRs with accompanying BAPs will need to be completed NLT 10/31 to allow for a resubmission window for BAPs needing reinforcement. Evaluations for PRs w/o BAPS will be due 11/20.				
4.	<b>Other</b>	Information	Eaton		
	A mini-lesson/workshop on conducting a SWOT Analysis (strengths, weaknesses, opportunities, threats) will be offered by S. Eaton at the next Best Practices meeting. This will also be made available for non-instructional units, as requested.				
	Meeting adjourned: 4:00 p.m.				

\*Completed, deleted or carried forward



**AGENDA**

**October 31, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (10/23/13)
2. Evaluations: Status Update
3. Process and Next Steps: Discussion
4. Other





**October 31, 2013**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management			
	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Jill Murphy	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status
	Meeting called to order: 3:30 p.m.				
1.	<b>Approve Minutes (10/23/13)</b>	Approved			<b>Completed</b>
2.	<b>Evaluations: Status Updates</b>		Young/Freeman	<b>11/06/13</b>	<b>Carried Forward</b>
	<ul style="list-style-type: none"> <li>PR for HRDO was received today, along with 4 BAPs; due to the late submission, the PR evaluations will be due at the same time as those for PRs submitted without BAPs.</li> <li>Evaluation rubrics have been completed for those PRs with BAPs. A letter will be sent along with the evaluation rubrics, advising originators of the opportunity for revision of PR and/or BAP for the purpose of strengthening connections between Program Review and funding requests.</li> <li>An "open review session" will be scheduled for 11/6; the committee chairs, the SLO coordinator, and the dean of instruction will be available to provide guidance and additional direction regarding revision.</li> </ul>				
3.	<b>Process and Next Steps</b>	Discussion			
	<p>The committee discussed the process thus far and made the following observations:</p> <ul style="list-style-type: none"> <li>Connections to institutional planning documents need to be made to specific sections or page numbers, rather than to the document in general; quotes and/or references should be included (BAP, #6).</li> <li>Since many areas (especially non-instructional) are completing the first PR, there is confusion regarding the "Prior Goals/Objectives" area (PR, #8).</li> <li>The "Action Plan" area in the rubric refers to "time period," which it is not mentioned on the PR form (PR, #9).</li> <li>It would be helpful for the PRC to create a flow chart showing the connections and appropriate progression between the areas on the PR. For example: Weaknesses identified in 5.B. should be followed up with an Action Plan in #9. A diagram showing this would assist in clarifying the process and expectations.</li> </ul>				
	Meeting adjourned: 4:40				



**AGENDA**

**November 21, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. PR Evaluations: Status
2. Feedback to Originators
3. Notes on Trends and Processes
4. Other



**November 21, 2013  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Jill Murphy	Faculty		Wendy Packer	Classified		Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status
	Meeting called to order: 3:30 p.m.				
1.	<b>PR Evaluation Status</b>	Information			<b>Completed</b>
	Evaluations are mostly completed with only a few outstanding. Members were encouraged to phrase criticism in a most constructive manner.				
2.	<b>Feedback to Originators</b>	Discussion	Young/Freeman	<b>January, 2014</b>	<b>Carried Forward</b>
	<ul style="list-style-type: none"> <li>Cover letter regarding the process should go out <b>prior</b> to and separately from the return of PR evaluation rubrics.</li> <li>The letter should explain the evaluation process and rubric in a way that will discourage the impression by originators that they received "a bad grade."</li> <li>It should also include information regarding upcoming training and support for PR, so that originators know there will be help for the next cycle.</li> <li>It is anticipated that feedback will be sent to PR originators early in the spring, 2014 semester.</li> </ul>				
3.	<b>Notes on Trends and Processes</b>	Information			
	Evaluators were generally impressed with the PRs and indicated there had been much improvement over previous cycles. There were more submissions overall as well as a significant increase in the use of data.				
	Meeting adjourned: 4:10 p.m.				



**AGENDA**

**December 5, 2013**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Timetable Status Review
2. Trend Analysis: Information for IEC (for ranking purposes)
3. PR Report: Next Steps
4. Other

**December 5, 2013**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Jill Murphy	Faculty		Wendy Packer	Classified		Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status
	Meeting called to order: 3:30 p.m.				
1.	<b>Timetable Status Review</b>	Discussion			<b>Completed</b>
	The committee reviewed the PRC Task Timetable to de				
2.	<b>Trend Analysis: Information for IEC</b>	Discussion			<b>Completed</b>
	<p>The committee determined the following trends to be forwarded to the IEC for consideration during the prioritization process:</p> <ul style="list-style-type: none"> <li>• Requests for Adjunct Faculty resources for assessment and/or program review tasks</li> <li>• Requests for Human Resources: faculty and staff positions</li> <li>• Requests for large scale technology projects</li> <li>• The need to direct people to a process for obtaining smaller resources, and the need for a bottom dollar amount limit for BAPs</li> <li>• Short term help and how to get it</li> </ul>				
3.	<b>PR Report: Next Steps</b>	Tabled	Young/Freeman	<b>Spring, 2014</b>	<b>Carried forward</b>
	Meeting adjourned: 4:30 p.m.				



**AGENDA**

**January 16, 2014**

**4:00 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (10/31/13; 11/21/13)
2. Meeting Schedule for Spring, 2014
3. Planning: Next Steps
4. Other



**January 16, 2014**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

<b>X</b>	Kim Young	<i>Co-Chair</i>		Penny Shreve	<i>Management</i>	<b>X</b>	Stephen Eaton	<i>Advisory</i>
<b>X</b>	Kyri Freeman	<i>Co-Chair</i>		Heather Caldon	<i>Management</i>	<b>X</b>	Carl Yuan	<i>Advisory</i>
<b>X</b>	Sally VanDenBerg	<i>Faculty</i>	<b>X</b>	Christina Calderon	<i>Classified</i>			
	Vacant	<i>Faculty</i>	<b>X</b>	Wendy Packer	<i>Classified</i>	<b>X</b>	Jayne Sanchez	<i>Recorder</i>

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30 p.m.				
<b>1.</b>	<b>Approve Minutes (10/31/13; 11/21/13)</b>	Approved			<b>Completed</b>
<b>2.</b>	<b>Meeting Schedule for Spring, 2014</b>				<b>Completed</b>
	Meeting day will change to Tuesday to avoid conflict with Student Success Committee meetings. Meetings will be scheduled weekly, beginning 1/21/14.				
<b>3.</b>	<b>Planning: Next Steps</b>	Information			
	Three main project areas for spring are: 1) Training on program review process 2) Timeline for next cycle; propose timetable to IEC 3) Debrief of last cycle to include areas for improvement and process enhancement suggestions  Suggestion made to request item on Best Practice/All Division agenda to solicit input from faculty regarding program review training opportunities.				
<b>4.</b>	<b>Other</b>		VanDenBerg		<b>Carried Forward</b>
	Academic Senate will seek to appoint a representative to the PRC to fill faculty vacancy.				
	Meeting adjourned: 4:15 p.m.				

\*Completed, deleted or carried forward



**AGENDA**

**January 21, 2014**

**4:00 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. PR Cycle Debrief
2. Other





**January 21, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair		Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status
-------------	-----------------	--------------------------	------------------------	--------

Meeting called to order: 3:30 pm

<b>1.</b>	<b>PR Cycle Debrief</b>	Discussion		<b>Carried Forward</b>
-----------	-------------------------	------------	--	------------------------

The committee discussed various elements of current cycle:

**What went well?**

- Materials were submitted on time by *most* areas
- Most* deadlines were met
- Process is moving forward as anticipated, with items (BAPs) sent on to other committees for consideration

**What areas are weak?**

- Training, training, and more training is needed (some colleges have a weekly seminar on program review, "Soup & Support")
- The "Annual Update" references information from an initial report; that information needs to be included on the same report, not merely referenced
  - All DATA needs to be housed in the form so that it stays with the original
- Other committees (e.g. Technology Committee, Academic Senate) need to be better informed about their appropriate part in the process (specifically regard BAP input)
- Could IEC assist in determining process guidelines for other committees?
- Clarify intent of some of the PR questions (confusing for originators)
- PR Rubric:
  - Re-do rubric so that it is tied more closely to PR form
  - Include rubric as part of training so originators gain a better understanding or process and feedback tool

**TRAINING**

- Break PR into sections to be addressed at separate, scheduled trainings
- FEB: make any necessary changes, tweak form
- MAR: begin training
- Will PRC notify departments/programs that have PRs due?
- Definitely include PR training at August Inservice

**DATA portion is a BIG piece of PR**

- Revisit data elements requested on Instructional PR form
- Determine what info we *really* need and how it will be used
  - Include "how we use the data" in the training so originators are better informed
- Develop a request form to ask Research (Carl) for data
  - Determine timeline for data requests
  - "I need help tracking data..." form to initiate discussion

<b>2.</b>	<b>Other: Rubric</b>	Discussion		<b>Carried Forward</b>
-----------	----------------------	------------	--	------------------------

Next meeting will take a closer look at the PR forms and the PR Rubric

Meeting adjourned: 4:30 p.m.



**AGENDA**

**January 28, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (1/16/14; 1/21/14)
2. Discussion: PR Rubric
3. Discussion: Clarification of PR Questions
4. Other



**January 28, 2014**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified		Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30 p.m.				
1.	<b>Approve Minutes (1/16/14)</b>	Approved			<b>Completed</b>
	<b>Approve Minutes (1/21/14)</b>	Tabled			<b>Carried Forward</b>
2.	<b>Discussion: PR Rubric and Clarification of PR Questions</b>	Discussion			
	<ul style="list-style-type: none"> <li>• Program Review Rubric Discussion               <ul style="list-style-type: none"> <li>○ Identified trends from PR, some were forwarded to IEC</li> <li>○ Problem with rubric – not matching what’s on PR</li> <li>○ Problems with data requested</li> <li>○ Evaluation of multiple parts yield different scoring</li> <li>○ Data section not done by reviewer</li> </ul> </li> <li>• Should revise PR and rubric so that they match</li> <li>• Professional Development: some PR referred to their internal PD, while others described PD programs provided to others</li> <li>• Definition of PD – some thought it has to be a paid, outside activity, whereas many mandated meetings such as All-College Meeting and committee meetings would be considered PD</li> <li>• Mission and vision need to be combined and should be documented</li> <li>• PR data collection – non-academic programs should devise their own metrics to reflect performance and progress</li> <li>• Rubric check boxes not uniform in numbers for each category and may skew the results</li> <li>• More discussion on PR and rubric next week.</li> </ul>				



**AGENDA**

**February 11, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (1/21/14)
2. Continued Discussion: Clarification of PR Questions
3. Continued Discussion: PR Rubric
4. Other



**February 11, 2014  
4:00 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair		Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 4:10				
1.	<b>Approve Minutes (1/21/14)</b>	Approved			<b>Completed</b>
2.	<b>Continued Discussion: PR Questions</b>	Discussion			<b>Completed</b>
	Committee held dialog regarding the current PR template: <ul style="list-style-type: none"> <li>• With the experience of the last cycle of PR evaluations, the committee realizes that some of the questions could be stated more clearly, or include more explanation, to help generate the type of response hoped for.</li> <li>• However, to maintain consistency between cycles, it would be best to NOT change the form at this time, but to include additional information or clarifying material in another manner.</li> </ul>				
3.	<b>Continued Discussion: PR Rubric</b>	Discussion			<b>Carried Forward</b>
	Committee held dialog regarding the PR Evaluation Rubric: <ul style="list-style-type: none"> <li>• The PR Evaluation Rubric will be used for institutional data collection, as well as for a feedback tool and guide for PR originators.               <ul style="list-style-type: none"> <li>○ From a data collection standpoint, the rubric needs to have the same number of bullet points for levels 1 – 4 of a question, or the resulting analysis of the information could be skewed.</li> <li>○ Next meeting will address the descriptors for the questions, consistency with the number of descriptors, and tightening of alignment with the PR questions.</li> </ul> </li> </ul>				
4.	<b>Other: Upcoming PR Training</b>	Discussion			<b>Carried Forward</b>
	Discussion continued regarding the importance of training for the upcoming cycle. It was agreed that the most important area for training at this time is data, for both instructional and non-instructional areas. It is also important for departments to understand that program review is meant to be a process for thoughtful self-reflection (leading to continuous quality improvement), not just a mechanism for requesting additional budget resources.				
	Meeting adjourned: 4:30				



**AGENDA**  
**February 18 2014**  
**3:30 p.m.**  
**I E Conference Room (L-40)**

**BCC Strategic Priorities:**

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Continued Discussion: PR Rubric Revision
2. Other

Calderon	Christina	
Caldon	Heather	
Eaton	Stephen	
Freeman	Kyri	
Packer	Wendy	
Shreve	Penny	
VanDenBerg	Sally	
Young	Kim	
Yuan	Carl	



**February 18, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management	X	Carl Yuan	
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30				
1.	<b>Continued Discussion: PR Rubric Revision</b>		Caldon; Group	2/25/14	Carried forward
	<ul style="list-style-type: none"> <li>Committee discussed rubric elements and made several changes to enhance consistency and increase alignment with PR questions.</li> <li>Several areas were identified to be included in the PR Handbook (in addition to, or in lieu of, in the rubric).</li> <li>Heather Caldon will bring re-worded descriptors for #5: Internal Factors and #6: External Factors to the next meeting, as discussed.</li> <li>Members were asked to review the rubric and bring suggestions to the next meeting for any other areas they feel still need re-wording.</li> </ul>				
2.	<b>Other: Next Steps</b>				
	The next meeting the committee will address plans for upcoming training for both instructional and non-instruction areas.				
	Meeting adjourned: 4:25				

\*Completed, deleted or carried forward



**AGENDA**

**February 25, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (2/18/14)
2. PR Rubric Revision: Conclude Discussion
3. Training
  - a. Data
  - b. Outcomes and Assessment
  - c. SWOT Analysis
  - d. Linkages: Program Review → BAP
  - e. PR Philosophy: purpose of Program Review
4. Other





**February 25, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Vacant	Faculty		Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:30 p.m.				
1.	Approve Minutes (2/18/14)	Approved			Completed
2.	PR Rubric Revision: Conclude Discussion				
	No additional suggestions regarding re-wording the rubric were received. Rubric revision will be complete, pending receipt of sections #5 and #6 – Internal and External Factors.				
3.	Training	Discussion		TBD	
	<ul style="list-style-type: none"> <li>The committee held lengthy discussion regarding the college’s training needs pertaining to program review and the best way to approach fulfilling those needs within the available timeline for the upcoming cycle.</li> <li>The priority of the training topics will change to bring “Philosophy” to the beginning.</li> <li>Kim will request an agenda item for the next All College meeting to provide momentum to the campus-wide dialog regarding program review.</li> </ul>				
	Meeting adjourned: 4:30 p.m.				



**AGENDA**  
**March 4, 2014**  
**3:30 p.m.**  
**I E Conference Room (L-40)**

**BCC Strategic Priorities:**

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes *1/28/14; 2/11/14*)
2. Schedule for Upcoming Training
3. Other

Calderon	Christina	
Caldon	Heather	
Eaton	Stephen	
Freeman	Kyri	
Packer	Wendy	
Shreve	Penny	
VanDenBerg	Sally	
Young	Kim	
Yuan	Carl	



**March 4, 2014**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

<b>X</b>	Kim Young	Co-Chair	<b>X</b>	Penny Shreve	Management	<b>X</b>	Stephen Eaton	Advisory
<b>X</b>	Kyri Freeman	Co-Chair		Heather Caldon	Management	<b>X</b>	Carl Yuan	Advisory
<b>X</b>	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Vacant	Faculty		Wendy Packer	Classified	<b>X</b>	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order:				
<b>1.</b>	<b>Approve Minutes (1/28/14; 2/11/14)</b>	Approved			<b>Completed</b>
<b>2.</b>	<b>Schedule for Upcoming Training</b>	Discussion	Young	<b>3/11/14</b>	<b>Carried Forward</b>
	<p>The committee proposed the following schedule for Non-Instructional PR training dates</p> <ul style="list-style-type: none"> <li>3/17 Mission/Vision; Program Description</li> <li>3/28 Data</li> <li>4/11 Data</li> <li>4/25 Policies &amp; Processes</li> <li>5/9 Internal Factors (Strengths, Weaknesses)</li> <li>5/29 External Factors (Opportunities, Threats)</li> <li>6/19 Continuing Education/Professional Development</li> <li>7/10 Prior Goals and Objectives</li> <li>7/31 Action Plan</li> <li>8/29 Action Plan/BAP</li> <li>9/12 BAP</li> </ul> <p>The target meeting time will be 1:30 p.m.</p>				
	The proposed schedule will be brought to the next cabinet meeting for approval and endorsement.		Eaton	<b>3/11</b>	<b>Carried Forward</b>
	Discussion regarding development of Instructional training schedule will continue at the next PRC meeting following more indepth consideration by instructional administration.		Eaton/Shreve	<b>3/11</b>	<b>Carried Forward</b>
<b>4.</b>	<b>Other: Addendum for PR Forms</b>	Homework	All	<b>3/11</b>	<b>Carried Forward</b>
	<ul style="list-style-type: none"> <li>Discussion was held regarding areas of the Program Review that would benefit from additional descriptive information, or other possible ways to add clarity and elicit better responses.</li> <li>Due to the complexities of changing the form directly, the committee will prepare an “addendum” of helpful information which will be sent out to originators, along with their previous Program Review.</li> <li>Members were asked to formulate suggestions for adding clarity to the PR questions, with the intent of improving originator responses. These will be brought to the next meeting for continued discussion.</li> </ul>				
	Meeting adjourned: 4:15 p.m.				



**AGENDA**

**March 11, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve minutes (2/25/14; 3/4/14)
2. Update on Non-Instructional Training
3. Update on Instructional Training Discussions
4. PR "Addendum" Information
5. Other



**March 11, 2014**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Vacant	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	Meeting called to order: 3:35 p.m.				
1.	<b>Approve Minutes (2/25/14; 3/4/14)</b>	Approved			<b>Completed</b>
2.	<b>Update on Non-Instructional Training</b>	Information	Young	<b>3/25/14</b>	<b>Carried Forward</b>
	<ul style="list-style-type: none"> <li>The proposed plan for Non-Instructional program review training was enthusiastically supported by Cabinet. The first meeting is scheduled for 3/17 and will focus on Mission/Vision and Description/Overview.</li> <li>Several PRC members and others have agreed to facilitate applicable sessions.</li> <li>The tentative list of scheduled facilitators be brought to the next meeting.</li> </ul>				
3.	<b>Update on Instructional Training Discussions</b>	Information	Eaton	<b>3/25/14</b>	<b>Carried Forward</b>
	Preliminary discussions have taken place with VP, Deans, and SLO Coordinator regarding training sessions for Instructional Program Review. VP Eaton will provide tentative (proposed) dates and topics to the committee for consideration.				
4.	<b>PR "Addendum" Information</b>	Discussion			
	Clarification was provided regarding what the committee intended for an "Addendum." As discussed previously, some information that cannot be added to the form at this time can be combined into an attachment to assist originators with preparation. Members will send suggestions to the committee for inclusion.				
5.	<b>Next Steps:</b> Upcoming meeting(s) will address revision of the PR Handbook.				
	Meeting adjourned: 4:30 p.m.				



**AGENDA**

**March 25, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Agenda
2. Approve minutes (3/11/14)
3. PR Training Update
4. PR Handbook Revision
5. Other



**March 25, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair	X	Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Eric Blaine	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	<i>Meeting called to order: 3:35 p.m.</i>				
1.	<b>Approve Agenda</b>	Approved			<b>Completed</b>
2.	<b>Approve Minutes (3/11/14)</b>	Approved			<b>Completed</b>
3.	<b>PR Training Update</b>	Information	Young	<b>4/1/14</b>	<b>Carried forward</b>
	<ul style="list-style-type: none"> <li>The first session for Non-Instructional PR training was held on 3/17. The session went well and feedback was positive. Those attending indicated appreciation for breaking the Program Review process into manageable pieces. Next session scheduled for Friday, 3/28.</li> <li>The schedule for Instructional training is under development; topics and dates have been proposed, and facilitators need to be finalized.</li> </ul>				
4.	<b>PR Handbook Revision</b>	Discussion		<b>4/1/14</b>	<b>Carried forward</b>
	<p>The committee began review of the handbook which included the addition of several clarifying comments as well as modification of some existing narrative. It was determined that a separate box for "Discussion" of Data should be added to the Instructional PR form to provide space for the discussion requested in 3-I.A. Review will continue beginning with page 9.</p>				
	<i>Meeting adjourned: 4:30</i>				



**AGENDA**

**April 1, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. PR Handbook Update (Continued)
2. Other





**April 1, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management		Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Eric Blaine	Faculty		Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status
	<i>Meeting called to order: 3:30 p.m. (Meeting is expected to be very brief due to other commitments by members.)</i>				
1.	<b>Handbook Update (continued)</b>				<b>Carried forward</b>
	Brief discussion held regarding status of handbook update; the process will continue at the next meeting.				
2.	<b>Other: Instructional PR Training</b>				<b>Carried forward</b>
	Brief discussion held regarding training for Instructional areas. The schedule for Instructional training is expected within the next day or two.				
	<i>Meeting adjourned: 3:55 p.m.</i>				



**AGENDA**

**April 8, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Training Update
2. Handbook Update (Cont.)



**April 8, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

	Kim Young	<i>Co-Chair</i>	X	Penny Shreve	<i>Management</i>	X	Stephen Eaton	<i>Advisory</i>
X	Kyri Freeman	<i>Co-Chair</i>		Heather Caldon	<i>Management</i>	X	Carl Yuan	<i>Advisory</i>
X	Sally VanDenBerg	<i>Faculty</i>	X	Christina Calderon	<i>Classified</i>			
X	Eric Blaine	<i>Faculty</i>	X	Wendy Packer	<i>Classified</i>	X	Jayne Sanchez	<i>Recorder</i>

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status
	Meeting called to order: 3:35 p.m.				
1.	<b>Training Update</b>	Information	Freeman	4/22/14	<b>Carried forward</b>
	Discussion held regarding the Best Practices training for Instructional PR held earlier in the day. It was determined that the information requested in the "Performance Data" section of the Instructional PR form (3.A.1. through 3.A.5.) will be provided to the programs—they will not need to compile it. However, a "Discussion" box will be added to the form to provide a place for the programs to include narrative analysis of the data.				
2.	<b>Handbook Update</b>	Discussion		4/22/14	<b>Carried forward</b>
	Handbook revision continued through the end of the questions. Christina will work with Jayne to provide illustrations of correctly completed "Action Plan" chart. The handbook will also include a "Sample Two-Year Scheduling Plan" which will be provided by the instruction office.				
3.	<b>Other: PRC Meeting Schedule</b>	Information			<b>Completed</b>
	The meeting for next week will be cancelled; the committee will meet again on 4/22/14.				
	<i>Meeting adjourned: 4:30 p.m.</i>				



**AGENDA**

**April 22, 2014**

**3:30 p.m.**

**I E Conference Room (L-40)**

***BCC Strategic Priorities:***

- *Foster an innovative learning environment that respects diversity*
- *Provide students a successful college learning experience*
- *Promote and support student engagement*
- *Cultivate and enhance local partnerships*
- *Attract, retain, and develop excellent employees*
- *Strengthen college planning and informed decision-making*

1. Approve Minutes: *March 25, 2014; April 1, 2014*
2. Instructional PR Training Schedule
3. 2014-15 PRC Task Timetable (*Draft*)
4. PR Evaluation Feedback Letter
5. PRC Meeting Schedule



**April 22, 2014**  
**3:30 p.m.**  
**IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management		Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty		Christina Calderon	Classified			
	Eric Blaine	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	<i>Meeting called to order: 3:30 p.m.</i>				
1.	<b>Approve Minutes (3/25/14; 4/1/14)</b>	Approved			<b>Completed</b>
2.	<b>Instructional PR Training Schedule</b>	Approved	Shreve		<b>Completed</b>
	The proposed schedule for Instructional PR training was shared with the committee. Discussion was held regarding content and structure of the various training segments. The committee accepted the training schedule, as submitted.				
3.	<b>2014–15 PRC Task Timetable (Draft)</b>	Approved	Young		<b>Completed</b>
	<p>The committee discussed the proposed timetable for processing and evaluating PRs for the upcoming academic year. It was determined that:</p> <ul style="list-style-type: none"> <li>• PRs will be submitted to the PRC for evaluation the week of October 27, 2014</li> <li>• PRs will be assigned to members for evaluation that week</li> <li>• PR evaluations should be completed and submitted NLT December 15, 2014</li> <li>• PR evaluations with rubrics will be sent to originators before the holiday break (NLT December 23, 2014)</li> <li>• The committee will not meet during the month of January, 2015</li> </ul> <p>The Task Timetable was accepted by the committee.</p>				
4.	<b>PR Evaluation Feedback Letter</b>	Discussion	Young	4/28/14	<b>Carried forward</b>
	<ul style="list-style-type: none"> <li>• Discussion held regarding the letter to accompany PR feedback for 2013-14 PRs.</li> <li>• The committee reviewed the letter which was sent to originators who had also submitted BAPs; however, much of the content was not applicable as it pertained to the opportunity provided last fall for originators to revise their BAPs and/or PRs to strengthen the important connections between the two.</li> <li>• K. Young will revise the letter after review of the suggestions made at the 11/21/13 meeting.</li> </ul>				
5.	<b>PRC Meeting Schedule</b>	Information	Young		<b>Completed</b>
	The committee will have its final meeting of the semester for completion of pending items on 4/28/14.				
	<i>Meeting adjourned: 4:30 p.m.</i>				

## 2014-15 PRC Task Timetable

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUNE
IEC				<p><b>Oct. 6, 2014</b> Originators submit PRs and BAPs to VPs</p> <p><b>Oct. 20, 2014:</b> VPs submit PRs and BAPs to IEC</p>	<p><b>Nov. 3, 2014:</b> BAPs distributed to applicable committees for input</p>	<p><b>Dec. 5:</b> BAPs returned to IEC with committee input</p>	<p><b>Jan. 28, 2015:</b> BAP scoring completed</p>	<p><b>Feb. 18, 2015:</b> BAP ranking submitted to B &amp; F Cmte</p>	<p><b>Close loop:</b> feedback from IEC to submitter</p>		<p>Committee Reps Assigned for next Academic Year</p>	
PRC	<p><i>Training</i> →</p>			<ul style="list-style-type: none"> <li>PRs to PRC <b>week of Oct. 27</b></li> <li>PRs assigned to members for evaluation</li> </ul>		<p><b>Dec. 15:</b> PR Evals completed</p> <p><b>Dec. 23:</b> PR Evals to originator</p>		<p>Begin review &amp; recap of PR Cycle</p>	<ul style="list-style-type: none"> <li>Begin Document and Handbook revisions</li> <li>Training begins</li> </ul>	<p>Cycle development with IEC</p>	<p><i>Training continues</i></p>	

Approved: PRC 2014.04.22

- 8/18/14            Fall Semester Begins
- 11/27-28/14     Thanksgiving Holidays
- 12/13-12/19/14   Finals
- 12/24/14-1/2/15   Campus Closed
- 1/12/15           Spring Semester Begins



**April 29, 2014  
3:30 p.m.  
IE Conference Room (L-40)**

X	Kim Young	Co-Chair	X	Penny Shreve	Management	X	Stephen Eaton	Advisory
X	Kyri Freeman	Co-Chair		Heather Caldon	Management	X	Carl Yuan	Advisory
X	Sally VanDenBerg	Faculty	X	Christina Calderon	Classified			
	Eric Blaine	Faculty	X	Wendy Packer	Classified	X	Jayne Sanchez	Recorder

	Agenda Item	Action/Decision	Owner/Person Responsible	Complete Date/Deadline	Status*
	<i>Meeting called to order: 3:30 p.m.</i>				
1.	<b>Approve Agenda</b>	Approved			<b>Completed</b>
2.	<b>Approve Minutes (4/8/14; 4/22/14)</b>	Approved			<b>Completed</b>
3.	<b>Evaluation Feedback (2013–14)</b>	Approved	Young	5/2/14	<b>Completed</b>
	Letter to originators to accompany PR evaluations was reviewed and approved by the committee. The evaluations for 2013–14 PRs will be sent to originators by the end of the week.				
4.	<b>PR Handbook: Additional Narrative</b>	Discussion	Sanchez		<b>Completed</b>
	The committee reviewed and discussed additional narrative which had been included in the PR handbook. The handbook will be finalized and made available online as a reference and resource.				
5.	<b>Other: PR Training</b>	Information/ Discussion	Young		<b>Completed</b>
	K. Young provided the committee with a brief update regarding the non-instructional training sessions. The sessions have been well attended and the response has been very positive. As this is the first cycle for this type of training, we expect to evaluate the process for continued improvement in the next cycle.				
	<i>Meeting adjourned: 4:30 p.m.</i>				