

Program Review Committee Meeting Minutes
(A213)

September 1, 2016

3:15pm – 4:45pm

Present: Judith Bell, Linda Meyer, Michael Berke, Eugenia Del Rosario, Jessica Breheny, Dorothy Pucay, Scott Miller, Joe Lugo, Joyce Lui (ex-officio)

This meeting was informational only, as the Academic Senate must still confirm the participation of all faculty members.

1. Discussion

- a. Joyce Lui presented the Program Data Worksheet.
 - i. The group discussed the worksheet's layout and what data to include
 - ii. It was suggested that FTES and FTEF data be included for programs who are asking for full-time faculty positions
 - iii. The group agreed to pilot the worksheet as an option for this cycle of program review.
- b. Judith presented changes made to the annual and comprehensive PR forms.
 - i. There is verbiage in the Academic Affairs forms about using the data worksheet
 - ii. All forms have verbiage about using the Budget Justification Template for equipment, technology and supplies requests
- c. The group discussed potential changes to the PR process.
 - i. The move to Curricunet will provide a good opportunity to make substantial changes
 - ii. The charge of the PRvC is:
Program Review is at the heart of planning at San Jose City College. As a key component of the integrated planning and resource allocation model, Program Reviews provide systematic, data-driven information that allows the College to examine the overall effectiveness of the institution. The Program Review process is designed to provide academic, student, and administrative areas the opportunity for review and assessment in relation to the College's mission, vision, values and performance indicators. Moreover, the purpose is to ensure appropriate resources are being allocated to facilitate ongoing improvement in meeting the evolving learning needs of our students and community.

2. Next meeting – Sept. 8, 3:15 – 4:45, A213