

Program Review Committee Meeting Minutes
(A213)

March 16, 2017
3:15pm – 4:45pm

Present: Judith Bell, Linda Meyer, Joe Lugo, Dorothy Pucay, Michael Berke, Guillermo Castilla, Joyce Lui

Absent: Duncan Graham (communicated), Christopher March (communicated), Gina Del Rosario (communicated) Scott Miller, Lisa Vasquez, Robert Gutierrez

- 1.** Approval of Agenda – motion by Dorothy Pucay, second Linda Meyer. 5 yeas, 1 nay
- 2.** Approval of 2/9/17 minutes, motion to approve (with addition of the committee members being asked to comment on the *Program Review Sections for Curricunet* document) by Linda Meyer, seconded by Joe Lugo. 5 yeas, 1 abstention
- 3.** Public Comments – see below
 - a. Sean Abel and Celia Cruz visited the group and participated in the discussion.
- 4.** Discussion/Action
 - a. The committee started the discussion about Program Review in Curricunet.
 - i. Guillermo requested that the Committee Charge be reviewed in the next meeting
 - ii. Judith will send out the Committee Self-Evaluation form with goals included.
 - iii. Sean showed the committee the basic Program Review shell in Curricunet, which is based on the existing form.
 - iv. The committee discussed various aspects of the form, including
 1. The Data section and whether it would be automatically populated with data. The consensus was that data would most likely be entered manually during the first year.
 2. The SLO section and which parts of SLO reporting would be relevant to include in Program Review
 3. The Budget section
 - a. How it might work in a similar way to the Textbook section of the Curriculum module
 - b. What the Finance Committee and Business Office need from the budget section
 4. Validation – how it will work.
 5. Sean suggested that there be only one form for both Annual and Comprehensive PRs – the fields would be identified according to whether they were required for both PRs or just for Comprehensive
 6. The committee discussed how the form would work from year to year
 - a. Sean said that all past versions of Program Reviews would be available.

- b. Writers could have the option of leaving previous entries in place each year instead of deleting them.
- v. Celia discussed what is happening in SLOAC regarding the migration of SLOs to Curricunet. She presented the *Program Review Sections for Curricunet* document to the SLOAC members and made some adjustments to the SLO section.
- vi. The committee discussed the recommendations from the ACCJC regarding Program Review's role in planning.
 - 1. The topic of how Program Review is going to be used to inform the Master Plan will be added to the next agenda.
- vii. Guillermo mentioned that there are several agencies that have a say in what should be included in Program Review.
 - 1. Celia suggested that these various requirements be used to guide the redesign of Program Review
 - 2. Judith requested assistance in locating those requirements.
- viii. Joyce brought up the topic of the role of the committee in determining Institution Set Standards
 - 1. The Ad Hoc committee for Institution Set Standards met last week and determined that the PRvC should lead the discussion about the Institution Set Standard for Student Success
 - a. Future Program Reviews will be asking for programs to determine their own standards and goals for Student Success.
 - b. Having the program standards and goals inform the Institutional Set Standards would involve Program Review in the planning process for the college
 - 2. The committee felt that it should not be up to the PRvC to determine the Institution Set Standard for Student Success.
 - a. The committee should provide the data for Standards and Goals for Student Success from the Program Review documents.
 - b. Other committees, including the Student Success and Equity Committee, should have the opportunity to make recommendations.
 - c. The Academic Senate should ultimately vote on adopting the new Institutional Set Standard for Student Success.
- ix. Meeting adjourned at 4:45