



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Charge and Program Review Committee Membership
November 10, 2011

Draft

Charge:

Program review is the process by which instructional and non-instructional programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes related to student learning and institutional effectiveness. The Foothill College Program Review Committee will be responsible for **assessing (comprehensive) program reviews.**

Role:

- The Program Review Committee (PRC) will evaluate all **regularly scheduled** comprehensive program reviews. In addition, the PRC will assess all programs that have been identified for an out-of-cycle review **during their annual review.** Using agreed upon metrics, criteria*, the PRC will categorize each program as Green, Yellow or Red. The PRC will present a summary of evaluated programs to PaRC for **acceptance and guidance.** PaRC may at this time request further information and clarification from the PRC. Following the PaRC recommendations on next steps, the **final** Program Review summary is sent to OPC for identification of resource allocation sources.

Colors and Definitions:

- Green means the program is performing well, that the program should continue as planned in the program review, and will continue in the regular program review cycle.

- Yellow means **that analysis indicates** the program is demonstrating a trend of not meeting identified targets for one or more performance criteria **or that an abrupt change in one or more of the key program indicators has occurred.** Program faculty and staff must collaborate with administrators to develop and implement a plan to address the area(s) of concern. Any program categorized as “Yellow” will prepare its own summary that indicates to the PRC and PaRC the exact improvement plan including goals and benchmarks. The next annual program review must address implementation efforts and progress and will be reviewed by the PRC and ultimately PaRC. Programs that previously received a yellow light, and do not meet stated benchmark goals by the next cycle may be brought back to PaRC with as a continued yellow in the following year, or may be identified as “Red” in the next cycle.

- Red means **that trend analysis indicates a notable and persistent decline in viability or an abrupt change to one or more of the key program indicators has occurred.** The program is recommended for further review by PaRC *and potential discontinuance/**suspension.**

(*What constitutes viable metrics and criteria, will be decided on collaboratively by individual program faculty staff and administrators.)

Carolyn Holcroft 11/10/11 6:36 PM
Comment: Two things: 1) we have “abrupt change in key indicator” as a trigger for both yellow and red. How can we better distinguish? And 2) we’ve outlined steps for yellow, but the way this is written sounds as if “Red” means big trouble right now, no chance for trying to remediate. Do we want to leave or say that PaRC has option to allow remediation and not just axe it?

Membership:

The Program Review Committee will consist of twelve (12) members appointed through the Academic (4), Classified Senates (4) and the President (4). These members will include representation from all three Core Missions, as well as a wide range of college programs, including but not limited to: student services, cross-divisional support services such as the Library, and instruction. Senate presidents will confer with each other to ensure that membership is balanced and representative.

