



**FOOTHILL COLLEGE**  
**Integrated Planning and Budget Task Force**

Charge and Program Review Committee Membership  
February 29, 2012  
**Final 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 evaluating (comprehensive) program reviews.

**Program Review Committee 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 and any program on remediation. Using program review data, the PRC will categorize each program as Green, Yellow or Red. The PRC will present a summary of their evaluations and recommendations to PaRC,
- PaRC may accept the recommendations and/or request further information and clarification from the PRC. PaRC may then recommend program remediation, suspension or discontinuance to the President. The President will either accept PaRC's recommendation, or explain his/her reasons for not accepting PaRC's recommendation,
- Following the PaRC recommendations on next steps, the approved Program Review summary is sent to OPC for inclusion in its resource allocation process.

**Colors and Definitions:**

- Green signifies the program is recommended to continue in the regular program review cycle.
- Yellow signifies that trend analysis indicates the program is not meeting targets and/or indicators identified within the program review document, or that the program review document is incomplete.
- Red signifies that trend analysis indicates a notable and persistent decline in viability, an abrupt change to one or more of the targets and/or indicators, or that a program previously categorized as yellow has not successfully implemented its remediation plan.

**Remediation Process:**

When any program is categorized by PRC as Yellow or Red, the program faculty and staff must collaborate with administrators to develop a remediation plan to address the area(s) of concern, or recommend starting the discontinuance process. The remediation plan must explicitly identify goals, benchmarks and timelines, and this plan will be prepared for PRC and PaRC. The next program review must address implementation efforts and progress and will be reviewed by the PRC and ultimately PaRC. Programs that previously received a yellow status,

and do not meet stated benchmark goals by the next cycle may be brought back to PaRC as a continued Yellow in the following year, or may be identified as Red in the next cycle. When PaRC affirms that a program is yellow or red, they may recommend to the president to either accept the proposed remediation plan or to initiate the program discontinuance process.

**Membership:**

The Program Review Committee will consist of twelve (12) members appointed through the Academic (4), Classified Senates (4) and the President (4). Constituent groups are strongly encouraged to appoint members representative of 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. “Expert” resources will be consulted as needed, such as the SLO-coordinator, CCC faculty co-chair, and articulation officer, director of facilities, CFO.

