

**FOOTHILL COLLEGE
Program Review Committee (PRC)
Wednesday, September 23, 2015
MEETING MINUTES**

LOCATION: Admin Building / Room 1901 / President's Conference Room
TIME: 4:00 PM – 5:00 PM

ITEM	TOPIC
1	Discuss Proposal to Revise PRC Charge
2	Review Program Review Templates (Annual + Comprehensive) http://www.foothill.edu/staff/irs/IPBP/IPB2015.php
3	Review DEMO Program Data Sheet Prototype http://ccdemo.higheredprofiles.com/#/program-review-data
4	Schedule Meetings for Fall Term 2015

PRESENT:

Cara Miyasaki, Claudia Flores, Andrew LaManque, Justin Schultz, Vinita Bali, Simon Pennington

ABSENT:

Al Guzman, Craig Gawlick, Elaine Kuo, 3rd Faculty Member (TBD)

1. REVIEW THE PRC CHARGE

All members of PRC were reminded that the committee only reviews the comprehensive, using an approved rubric. Written feedback + color-coded statuses are then given to the departments. This is a way of documenting and flagging programs that are struggling. Each member of PRC reads/reviews every comprehensive program review that is submitted.

Viability and program improvement are key factors and PRC's reviews establish an accountability framework with room for suggestions for improvement.

The suggestion to change the PRC charge was driven by the observations of the PRC members last year and the feedback they received from some of the departments. The departments/divisions want more dialogue to take place as PRC reviews the program review documents. One suggestion was to bring the writers in to present their ideas to PRC (for more one-on-one attention/training).

With regards to the PRC charge, the proposed revision is to add the following (in relation to the feedback PRC gives to the departments): *This summary may include observations of common patterns or themes, suggestions for reducing duplication of resources, and/or broader recommendations to the college that would increase institutional effectiveness.*

2. REVIEW ANNUAL PROGRAM REVIEW TEMPLATE

Members of PRC reviewed the current revision of the Annual Program Review template (to be presented to PaRC in Fall 2015). The following suggestions were made:

(a) 1A: ... *please include reference to program review data (when appropriate)*

(b) 1A: *we are particularly interested in any achievements related to student success and outcomes*

(c) 1D: ... *Tell us some of the things your program will be doing ...*

3. REVIEW COMPREHENSIVE PROGRAM REVIEW TEMPLATE (INSTRUCTIONAL)

Members of PRC reviewed the current revision of the Comprehensive Instructional Program Review template. It was noted that one area that has been lacking in the previous program review cycles has been the assessment of program-level outcomes (PL-SLOs) and how course-level outcomes (CSLOs) relate to those PL-SLOs. To address this, members of PRC agreed to proactively reach out to and try scheduling meetings with interesting departments (especially those completing an out-of-cycle comprehensive program review).

4. DEMO PROGRAM DATA SHEET (PROTOTYPE)

Andrew LaManque noted that one of his goals with program review has been to make the data more easily accessible to individual departments (and the public) and to automate the data process as much as possible.

<http://ccdemo.higheredprofiles.com/#/program-review-data>

The live database allows users to drill down to the course-level data and use a variety of filtering options. Everything is housed on one database as opposed to individual multi-page PDF documents.

5. SCHEDULE MEETINGS FOR FALL 2015

Wednesdays, 3:00PM-4:30PM