



FOOTHILL COLLEGE
Integrated Planning and Budget Task Force

Charge and Program Review Committee Membership
December 1, 2011
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. Using agreed upon criteria*, 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 will 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 their resource allocation process.

Colors and Definitions:

- Green means the program is meeting agreed upon criteria and will continue in the regular program review cycle.
- Yellow means that trend analysis indicates the program is not meeting identified targets for one or more performance criteria.
- Red means that trend analysis indicates a notable and persistent decline in viability, an abrupt change to one or more of the major program criteria, or that a program previously categorized as yellow has not successfully implemented their remediation plan.

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

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 plan to address the area(s) of concern. The plan must explicitly identify goals, benchmarks and timelines, and this plan will be prepared for

PRC and PaRC. 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 as a continued yellow in the following year, or may be identified as “Red” in the next cycle.

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.

