**AGENDA November 15, 2016 1:30PM AD121**

**PROGRAM REVIEW COMMITTEE**

**Call to Order**

**Announcements**

**Approval of Minutes**

 1. October 18, 2016 Program Review Committee (PRC) Minutes

**Old Business**

 2. Non-voting Resource Member to PRC (Chief Info Systems Officer, Marc Drescher)

 [BP & AR 3250 Institutional Planning, ACCJC Standard I.B.9 addresses needs for technology resources, ACCJC

 Standard IIIC Technology Resources]

 3. Update on 2016-2017 Cycle

 a. met w/Technology & Aviation Division to increase participation

 b. PR deadline to complete

 4. Improvements to Program Review (form, process, and database)

 [From ACCJC Rubric for Evaluating Institutional Effectiveness, Appendix B, Part I: Program Review

 The institution reviews and refines its program review processes to improve institutional effectiveness.

 There is investigative dialogue about what data or process should be used for program review.

 There is exploration of program review models by various departments or individuals

 a. next curriculum database may track & export reports for technology planning, learning

 outcomes, accreditation, institutional planning, and program review

 [BP & AR 3250 Institutional Planning]

 b. Misc: auto-save feature/ give guidance on how to write mission statements

 c. Suggestion: instructional units’ summer retreats should include dialog & evidence of previous

 year’s data (trend analysis, performance outcomes, learning outcomes etc.) and plans. This

 would require that PR form is ready in summer

 [ACCJC Standard I.A.2 use of data to assess effectiveness in accomplishing mission, ACCJC Standard I.B.1 dialog

 about outcomes, equity, quality, institutional effectiveness, improvement]

 d. PR database needs to be updated with curriculum & LO changes prior to PR season

 e. potential database for institutional processes

 [BP & AR 3225 Institutional Effectiveness, BP & AR 3250 Institutional Planning, BP & AR 3200 Accreditation, ACCJC

 Standard I.A.3 mission guides institutional effectiveness, ACCJC Standard I.B.4 uses of data]

 - PR will display current learning outcomes data and current courses

 - documentation of PR and accreditation evidence

 [ACCJC Standard I.C.1 assures accuracy & integrity of info related to learning outcomes & educational programs,

 ACCJC Standard I.B.4 use of data, ACCJC Standard I.C.3 documented assessment]

 f. add section for ACCJC Substantive Change to next PR database form

 [BP & AR 3200 Accreditation]

 g. committee survey (see draft proposal) [ACCJC Standard I.B.1 dialog about improvement]

 h. rubric form vs. online fields (getting validation feedback to units)

 5. Schedule Group Validation Sessions (1st Round in Nov, 2nd Round in Jan)

 6. Validation Training & Norming

 a. instructional video(s)

**New Business**

**Adjournment**

**Program Review Committee Mission Statement**

Program Review will develop articulate processes, tools, validation, and guidance for all programmatic self-assessment at Glendale Community College. The self-assessment process will become the foundation upon which programs develop a platform to advocate for their needs in achieving educational excellence.

The product of self-assessment will provide fundamental information for college wide decision-making and resource allocation. Through a constant scanning of the internal and external environment, the program review process will continually improve and adjust to the changing needs of all college programs.

Aligning the Program Review process with the college’s Mission Statement, Educational Master Plan, and the Standards for Accreditation will direct all assessment toward student learning.

ACCJC Standard I.B.5 assess accomplishment of mission through program review

ACCJC Standard I.B.9 integrates program review, planning, and resource allocation to accomplish mission

**Program Review Committee**

**Time & Location: 3rd Tuesday, 1:30 – 2:30PM, AD121**

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| --- | --- |
| Senate: | Daphne Dionisio, Chair (18-19) |
| Guild: | Julie Gamberg (18-19) (proxy: Justin Smith) |
| Joint Faculty: [2] | John Leland (19-20), Rosemarie Shamieh (18-19) |
| CSEA: [2] | Meg Chil-Gevorkyan (16-17), Frankie Strong (16-17) |
| Administration: | Ed Karpp, Dean of Research, Planning, and Grants  |
| Manager/Confidential: | VACANT |
| ASGCC: [2] | Martin Chino, Vahram Khachikyan |
| Resource:(Non-voting) | Beth Kronbeck, Faculty Accreditation Coordinator ±Sarah McLemore, C&I Faculty Coordinator ±Yvette Ybarra, Learning Outcomes Faculty Coordinator ± |
| Minutes Recorder: | Gordon Lui, Office of Research, Planning and Grants |