Program Review Committee (PRC) Meeting
February 22, 2010, 3:30, C334

PRC Members in Attendance
Alice Murillo, Loren Bell, Attila Gabor, Malinda Pauly, Francine Podenski, Peter Goldstein, Lindy McKnight, Michelle Jacques, Jorge Bell,

Guests/Resources:
Tom Boegel, Pam Mery

1. Accreditation Follow-up Report, will go to board as is.
   • There is an accreditation workshop at Foothill.

2. Program Review Process:
   • All programs have received material/data
   • Deadline for instructional department is delayed
   • Other programs keep the March 1 deadline
   • Subcommittee work goes Mar.1 through May 7
   • all SLO questions #7,8 and attachments A/B will be due Mar.1, the remainder of PR will be due April 19.
   • Strategic Planning is underway, due Mar.19, will use PR/SLO reports

Subcommittee assignments and PR deadlines:
• Instructional 1: Loren - April 19
• Instructional 2: Peter - April 19
• Finance and Administration: Francine, Attila - March 1
• Retention and Instructional Support: Tom, Michelle - March 1
• Campuses: Malinda, Dean Carlota Del Portillo - March 1
• Student Development: Maria, Jorge - March 8
• Chancellor: Alice, Lindy - March 8

3. Subcommittee review process:
   • Recruiting subcommittee volunteers has not been very productive, move forward with 2 members
   • Evaluation of PR content/quality? Comments: we will need to look at what we’re doing well and our challenges, PRC provides recommendations and how institution can accomplish these, recommendations go to PBC, the effort should have value, are programs sufficiently self-aware/ was there self-analysis?, are there compelling negatives/positives, is there compelling overlap between departments?, review each program relative to itself/evaluate trends, can differentiate between programs at the subcommittee level
   • Subcommittees should give commendations and areas of concern, rational for need support
   • Alice will supply simple subcommittee review form containing the following categories: Commendations, Concerns, Recommendations, Budget.
   • Loren will also have a checklist form as a guide

4. Linking PR to PBC:
• We will request a special PBC meeting on May 11.
• PRC will prepare for the May 11 special meeting on May 10.
• PRC will hear subcommittee presentations for all areas except Instructional on Apr. 26.

5. Joint meeting of PRC and SLO Task Force: Mar. 4, 1:00pm, Art 303
   • Agenda items due to Velma by Mar. 2
   • Meeting will discuss who is to look at SLO’s
   • Look at SLO grid from last year
   • Are we closing the loop? - PR form attachment A, Is there a clear plan for future? - PR attachment B.
   • DCC could be in charge of training for SLO since it is staff development area.

The next meeting of the PRC is scheduled for March 8, 2010 at 3:30-5:00pm, Cloud 334.

submitted by MP

approved April 26, 2010