Program Review Committee (PRC) Meeting  
October 3, 2011, 3:30, Cloud-339

PRC Members in Attendance: Loren Bell, Alice Murillo, Malinda Pauly, Tom Blair, Lee Vogt
Resource People: Pam Mery, Fred Chavaria

1. Minutes from 9/12/11 and 8/29/11 approved.

2. Formal evaluation of program review process  
   a) Pam provided survey draft  
      • made minor edits  
      • survey will be sent out October 18, response deadline of November 3, 2011  
      • committee will review results at November 14 meeting  
   b) Proposal for survey to go to CPBC  
      • Loren, Pam, and Alice will meet for development of short survey

3. Comments regarding Accreditation Draft Report  
   • because we meet the standard, there should be no need for a “planning agenda”  
   • discussed Standard 1B3, standard related to program review  
   • we will revise the tone of the text to reflect our achievements and ongoing planning and self-improvement, Loren provided sample text

4. Program Review Report Format  
   • added part (f) to the Overview section: Implementation of PRC recommendations

5. WASC/CCSF program termination recommendation criteria  
   • college has not terminated programs, PR reveals weaknesses, but no protocol for improvement/revision exists  
   • college in need of a rubric/criteria, a fair agreed-upon process  
   • perhaps use the Airport Program as a case-study  
     • could the program have benefitted from external review?  
     • what can an institution do to improve/revise a program?  
   • PRC will research how other institutions do this, form PRC subcommittee

6. Innovation Fund Subcommittee report  
   • Loren, Alice, Michele, Monika will meet to review applications  
   • as of now, ~40 applications, many incomplete, span ~20 departments  
   • may present evaluation rubric before applications due next time (provide more guidance)  
   • PRC will discuss final applications in conference call

7. Postponed discussion of earlier meeting time.

The next meeting of the PRC October 24, 2011 at 3:30-5:00 pm, Cloud-339.

submitted by MP, approved by PRC November 14, 2011