Program Review Committee (PRC) Meeting  
October 26, 2009, 3:30 to 5:00pm, C334

PRC Members in Attendance  
Alice Murillo; Loren Bell; Francine Podenski; Peter Goldstein; Malinda Pauly;

Guests  
Tom Boegel; Hal Huntsman, Mark Robinson

1. Committee noted that SLO’s need to explicitly incorporated in the program review process and form:
   - Questions such as: What changes have you made in your program?, What are you doing now after seeing last years data?
   - Question 5 on annual review form should be two separate questions.
   - T. Boegel supplied a draft of possible questions at the course, program, and general education level.
   - general agreement that programs are in various stages on their work with SLO’s; programs should document progress on program review form for now (as more SLO’s develop for every course in program--there will be need for method of documentation for WASC accreditation purposes)

2. The School Dean Worksheet for Annual Program Reviews form was not officially approved for use in the last round, but many did use it and found it helpful.
   - additional question(s) regarding SLO’s should be added (revise and divide question 3)
   - T. Boegel gave a report from WASC/workshop regarding SLO’s and the evaluation timeline expectations. Included are rubrics for evaluating institutional effectiveness. CCSF will be expected to be fully implementing evaluation of SLO’s by 2012.

3. The committee discussed the student demographics data.
   - there is a need for socioeconomic data to help draw conclusions from trends--could get data from PEL or fee waiver eligibility data
   - committee can not interpret noncredit data

4. There are a number of departments that falling behind updating course outlines.
   - a question should be added to the PR form (ie. Here were your updates from last year; what courses are you evaluating now?)
   - all courses must be updated
   - this is significant extra work for small departments: Might there be VTEA funds to assist small vocational programs with this--check with Phyllis.

5. The committee established 7 working groups (subcommittees) for evaluating program review forms in the next round including: Campuses, two groups for Schools/Deans, Retention and Support areas, Chancellor, Student Development, and Finance.
   - at least one committee member (or resource member) should chair each group

6. Items for next meeting:
   - linking PR to PB: P. Mery is investigating models from three resources
• Dean's evaluation of PR process: what is happening now, what could/should happen
• criteria for working groups to conduct program evaluations

The next meeting of the PRC is scheduled for Monday, November 9, 3:30-5:00, C334.

submitted by mp

approved February 8, 2010