Program Review Committee (PRC) Meeting  
November 23, 2009, 3:30 to 5:00pm, C334

PRC Members in Attendance  
Loren Bell; Malinda Pauly; Bob McAteer, Alice Murillo, Michelle Jacques, Maria Heredia

Guests  
Tom Boegel; Pam Mery

1. It was confirmed that the six-year plan for course-updates is part of program review.  
   • There should be some administrative assistance offered to small departments (or  
     those with need) to review course updates.  
   • A question regarding course-updates was added to the PR form (#7).

2. Report from DCC:  
   • There is support for collection/review of SLO’s take place within Program Review.  
   • On the PR form, there should a separate space for writing the title of a project  
     and the description of the project.  
   • DCC will take charge of training/assisting departments to form/collect SLOs (not  
     PRC, not SLO Task Force).

3. There was a motion to adopt the PR form (by MP) and the motion was seconded (by  
   LB).

4. Integration of SLO into PR:  
   • The SLO Task Force does not want to be involved in the logistics of collecting,  
     evaluating, commenting on programs SLOs  
   • It is mandated that SLO be documented within PR.  
   • There is some question as to whether the question/text box on the PR form (#6)  
     is enough to meet the WASC expectation.  [We can survey other colleges in  
     certain program areas such as Finance.]  
   • Key concept: "closing the loop"--evaluate current data to make changes.

5. SLO examples:  
   • DCC, SLO Task Force, along with Alice Murillo will collect good examples of  
     SLO’s within CCSF, and Flex-Day workshops will be set up. Chairs can also  
     review the PR SLO grid.  
   • Key: build a team of experts at CCSF.  
   • DCC should set up their own (peer) SLO evaluation committee. The PRC is not  
     charged with evaluation of SLOs within program.

6. Regarding the timeline of data collection, dissemination:  
   • financial data will not be available from Chancellor in December to populate data  
     table for programs  
   • PRC will send out the PR forms without all the data available; programs can  
     begin filling forms without it.  
   • it would be best to have a PR website with resources for all programs

7. Regarding integrating FPAC with PR: discussion tabled until next year.
8. Linking PR to PBC: discussion tabled until next meeting.

9. Rubric for PR committee and subcommittee members to use for Program Reviews:
   - Loren Bell and others will bring possibilities to PR meeting

10. Regarding the School Dean PR guidelines: question #3 will be separated into two parts to reflect the changes made on question #5 on the PR form.

11. Items for the next PRC meeting:
   - look at a spreadsheet (grid) to collect SLO data from programs

The next meeting of the PRC is scheduled for Monday, December 14, 2009, 3:30-5:00, C334.

approved February 8, 2010