1. Program Review - Timeline Cycle (discussion per DCC request)
   • There is no PR scheduled for Spring 2012 as planned
   • Suggestion made to wait for feedback from accreditation team and then do PR no more frequently than 3 years
     o no agreement on this timeline, PRC never discussed 3-year cycle as option
     o longer cycle would allow for more in-depth/comprehensive review
     o 3-year cycle would be in sync with WASC accreditation cycle—overlap too much
     o 4-year cycle would coincide with the certification program accreditations
   • Feedback regarding PR focus on lack of link to college budget process and errors in data—longer cycle does not address either of these issues
   • As of now, we will use the off-year to review data and improve PR process
   • Pam will look into other colleges/states practices

2. Data discovery, quality and utility (drill-down, looping)
   • Data to be sent out this Spring for evaluation/corrections
     o Phil and Pam working with IT so data reporting through them for better transparency of data, possibility of more detailed/easier drill-down of individual unit’s data with Steve Spurling
     o Pam has list of departments with issues and will be part of spring data review
   • Suggestion made to collect data from students when withdraw from class to learn reasons: multiple-choice check-box
     o goal is to improve programs
     o may provide information to supplement transfer/graduation rates
     o difficulty in linking results to one particular program/department
     o when/if AS degrees are more common, may be easier to link/track data

3. Program Discontinuance Criteria
   • Model from Cabrillo provided: “Program Reduction and Discontinuance: Criteria and Metrics”
     o liked method, more measurable
     o concern with criterion 5: “community financial support”, this criterion appears to require certain level of outside funding—not relevant to CCSF
     o this method appears to be triggered by budget crisis—is that our trigger?
     o many CCSF units comfortable with score-sheet type report, follow check sheet
   • We could use DVC-like method for PR reporting where goal is program improvement, and Cabrillo-like method to collect measurements in event of unmanageable budget crisis
need clear guidelines for scores for continuance/discontinuance of programs
suggestion made for incorporating in-person meetings to guide program-improvement, time-limit and minimum improvement in scores required before re-evaluation
- suggestion made for outside/external review of unit per request (without incurring costs), would need to extend reciprocity, issues of conflict-of-interest?
- Evaluation committee for program improvement/discontinuance will need administrative co-chair (Phyllis Maguire or Peter Goldein?)
- PRC will ask AFT to provide a plan/protocol that they approve/recommend
- Department chairs and Karen Saginor may also have suggestions

4. Move PRC meeting time to 3:00?
   - Decision to keep meetings at 3:30

The next meeting of the PRC November 28, 2011 at 3:30-5:00 pm, Cloud-339.

submitted by MP