

Program Review Committee

Agenda for Tuesday, September 27, 2011

3:30 p.m. Collins Conference Center

- 1) Review Charge of Committee (20 minutes)
- 2) Review of Annual Program Review Form (20 minutes)
- 3) Extracting position requests (10 minutes)
- 4) Division of work for reading reviews (15 minutes)
- 5) Upcoming meetings [face-to-face and/or online] (15 minutes)
- 6) Other business (FTES/productivity)

Charge of the committee:

The Program Review Committee will oversee assessment and evaluation of programs. All programs at Bakersfield College will be scheduled for review on a six-year cycle to correspond with the Accreditation cycle. (*How does this relate to college goals and student success?*)

Committee members:

- Attend meetings regularly
- Participate in committee training
- Provide training for programs undergoing program review
- Participate as the liaison to programs, consulting with the responsible lead person/ dean and faculty of the program under review and act as a resource to the program
- Review each program's self-study, verify the validity of the self-study and complete the recommendation form.
- Evaluate the processes used for Program Review annually and modify as necessary to meet the needs of the institution.

PROGRAM REVIEW COMMITTEE
TUESDAY, SEPTEMBER 27, 2011

APPROVED MINUTES

Attendees: Stephen Eaton, Billy Barnes, Nan Gomez-Heitzeberg, Anna Agenjo, Michael Brago, Kimberly Nickell, Liz Rozell, Kristen Rabe, Meg Stidham, Ann Morgan

The meeting was called to order at 3:32 p.m.

Introductions were made around the room.

The agenda was reviewed.

The Charge of the Committee was reviewed and Stephen Eaton will send via e-mail the revised charge for review.

The Annual Program Review Form was reviewed with discussion as to where Department Chairs may need guidance. All questions are to be referred to the Dean's.

Timeline for reviewing position requests:

- 10/10/11 – Annual Program Review Form due
- 10/11-17/11 – Review position requests (possible use of Sharepoint)
- 10/18/11 (3:30 p.m. CCC) – Program Review Committee meets to discuss review and compile report to forward to College Council. (List of supported position requests)
- 10/21/11 – College Council meets
- 10/28/11 – FCDC votes on positions

Next Meeting: Tuesday, October 18, 2011 – Collins Conference Center 3:30 p.m.

Meeting adjourned at 4:47 p.m.

PROGRAM REVIEW COMMITTEE
TUESDAY, OCTOBER 18, 2011

UNAPPROVED MINUTES

Attendees: Stephen Eaton, Billy Barnes, Nan Gomez-Heitzeberg, Anna Agenjo, Michael Brago, Kimberly Nickell, Liz Rozell, Kristen Rabe, Meg Stidham, Ann Morgan, Angelica Gomez

Meeting was called to order at 3:35 p.m.

Minutes were approved as written.

Faculty Position Requests – Budget Change Proposal will be the accepted form for Faculty Position Requests. Danielle in Nan's office is preparing an e-mail indicating a timeline for submission and a link to the proper form. The requests will then be posted to the public folders.

The Annual Program Review documents will also be posted to the public folders so that they may be referenced when reviewing the Faculty Position Requests, with a subfolder labeled "Faculty 12-13".

A point to consider, Student Services APR's are not due until the end of October. These programs may be requesting faculty positions as well and the committee will not have the APR for reference. For this year, these programs are being asked to turn in their Budget Change Proposals as soon as possible. The suggestion was made that Student Services turn in their APR early or be sure that the reference data is embedded into the Budget Change Proposal form next year.

The work will be divided up between the members, each request being reviewed by two people. Consideration will be given to members so that they don't review positions within their own areas. Stephen will send out a checklist for the review of the Budget Change Proposals by tomorrow (10/19/11). The form will include a comments section on the bottom. **Reviews will need to be submitted to Billy and Stephen no later than October 28th**. Program Review Committee will send summary of faculty position requests to College Council. The summary will indicate how well each of the Faculty Position Requests met the criteria generated from the Chancellor's office and the Academic Senate President. The summary will be submitted to the President and College Council by November 4th. Billy will request to be on the agenda for the November 4th College Council meeting to answer any questions.

The review of the Budget Change Proposals will be shared with the department chairs when they receive feedback on their Annual Program Review.

Annual Program Review - Stephen will speak with Todd Coston to set up a SharePoint folder for the Annual Program Review material. More detailed information will be shared next meeting regarding SharePoint.

Next meeting is scheduled for Tuesday, November 8th at 3:30 p.m. in Collins Conference Center.

Meeting adjourned at 4:45 p.m.

Program Review Committee

Agenda - November 8, 2011

3:30 p.m. Collins Conference Center

Call to Order

Approval of 10-18-2011 Minutes 5 minutes

Review of Position Request Efforts 15 minutes

Creation of APR analysis model 45 minutes

Review assignments 20 minutes

- a) Number of members per review
- b) Deadlines

Other Business

PROGRAM REVIEW COMMITTEE
TUESDAY, OCTOBER 18, 2011

UNAPPROVED MINUTES

Attendees: Stephen Eaton, Anna Agenjo, Kimberly Nickell, Liz Rozell, Kristen Rabe, Ann Morgan, Dan O'Connor

Meeting was called to order at 3:35 p.m.

Approval of the minutes from the previous meeting was tabled due to lack of attendance.

Review of Faculty Position Request Process – Consensus was that lack of time created challenges on doing a thorough review of the requests. Changes to the form used were suggested: 1) Change the opening question to “Is the request supported by a discussion in the Annual Program Review (APR) that is linked to relevant data?”, 2) Provide more space for comments per question, 3) Instead of Yes or No responses provide a Lickert Scale, and 4) provide a method of checking off whether relevant data was provided.

Also, it was suggested that more training be provided for both committee members and department chairs regarding this process especially regarding the definition of “relevant” data and allow the requestors to see the form beforehand. It was suggested that we explore how other colleges prioritize position requests.

Creation of an APR analysis – It was determined that three APR’s (Media Services, Library, and one from Instruction) would be chosen to review as a committee so that we can norm ourselves and then create of process and/or matrix to review the remaining APR’s in smaller teams. It was suggested that our screening process be quick and determine what might be missing from the departments’ APR’s or what they may be dwelling on too much, and urge the departments to improve their APR’s thus making the process more valuable and insightful for the departments and not have this committee take on the burden of fulfilling the intent of the APR’s.

Next Steps – Stephen will choose an APR from Instruction that is fully filled-out and send out the 3 APR’s for committee review. Stephen will send a reminder to department chairs to fill out the survey found at the IRP website and a reminder to chairs to submit any ISIT and M&O requests that might be outstanding.

Next meeting is scheduled for Tuesday, November 29th at 3:30 p.m. in Collins Conference Center. The main agenda item will be the norming of APR reviews.

Meeting adjourned at 4:45 p.m.