Date of Meeting: __6/26/13_______________ Location: ____CC4___ 9:00-10:30_______

Present: Leslie Milke, D’Art Phares, Dennis Schroeder, Sarah Master, Monica Moreno, Stephanie Atkinson-Alston, Angela Echeverri, Pat Flood

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Items Discussed: The team discussed the charter and purpose of the PROC (Program Review Oversight Committee). See attached

The following are the major bullet points of the discussion

• Membership of PROC was finalized and ready for College Council Approval

• The PROC, as an oversight committee, will eventually meet 2-3 times per year after the processes and protocols of program review and validation are in place

• PROC will be responsible for assigning program review validation teams for each division and this responsibility was added to the charter.

• It was agreed that the 3 VP’s would be vital members of the committee particularly as the processes are put in place

• There was extensive discussion on the role of PROC as it related to the validation process and this discussion will continue as the committee is constituted and begins to meet.

• It is recommended that this committee be constituted during the summer

• Specific and additional data to be included in the program review on line system will be the focus of the next team meeting

• The next meeting is scheduled for Monday, July 15th

Adjournment: __10:30__________________

Minutes submitted by: ___L Milke__________
# Program Review Oversight Committee

## CHARTER

**DRAFT**

### Purpose

The purpose of the PRC is to:

- Provide systematic structure and guidelines to review, evaluate and enhance the quality of programs and units in each college division.
- Oversee the annual and comprehensive program review processes to ensure the review process is evaluative and descriptive and to ensure the results of the program review are consistently linked to institutional planning processes.
- Determine the standard procedures and schedules of self-assessment and peer-validation to ensure the program review process is consistent across programs and units of all divisions.
- Ensure there is a meaningful linkage between program review and the following: student learning outcomes, service area outcomes, college strategic master plan and resource allocation.
- Provide workshops to educate users on program review tools and processes as needed.
- Assign validation teams for all comprehensive program reviews.

### Membership

This Committee will be composed of the following voting members: (12)

- Co-Chairs of Educational Planning Committee (1 VP, one faculty)
- Co Chairs of Student Support Services Committee (1 VP, one faculty plus one classified member appointed by the committee)
- Co-Chairs of Facilities Planning Committee (1 VP, one faculty plus one classified member appointed by the committee)
- Academic Senate Appointee
- Dean of Institutional Effectiveness
- Informational Technology representative
- One Department Chair (appointed by Council of Instruction)

*The Committee shall elect committee co-chairs*

### Authorization

The Program Review Oversight Committee (PROC) is sanctioned by College Council.