

Program Review

Sept. 3, 2010

AGENDA

- Welcome and Introductions
 - Charge of Program Review Committee
 - Attendance
 - Meeting Norms
 - Old Business:
 - Computer Science Program Efficacy
 - Recommending 2 yr extension with Sp 11 update on SLOs and Curriculum
 - Program moved to new division/department chair in 09/10
 - Precedence: Psych Tech, Paralegal, Child Development Center
 - Now under management of FT CIT faculty
 - Program show evidence of planning
 - New Business:
 - Needs Assessment Fall 2010
 - Review Needs Assessment Process from previous 3-Year cycle
 - Review Needs Assessment Process from ad-hoc committee
 - Proposal: New Process
 - Forms
 - Rubric
 - Continue Past Practices?
 - Eligibility for participation in needs assessment
 - Division Prioritization
 - What equipment/budget requests are appropriate for Program Review
- Meeting Time & Schedule

Charge of the Program Review Committee

- **PROGRAM REVIEW COMMITTEE**

- The Institutional Program Review Committee is authorized by the Academic Senate to develop and monitor the college Program Review process, receive unit plans, utilize assessments as needed to evaluate programs, recommend program status to the college president, identify the need for faculty and instructional equipment, and interface with other college committees to ensure institutional priorities are met.

The purpose of Program Review is to:

- Provide a full examination of how effectively programs and services are meeting departmental, divisional, and institutional goals
- Aid in short-range planning and decision-making
- Improve performance, services, and programs
- Contribute to long-range planning
- Contribute information and recommendations to other college processes, as appropriate
- Serve as the campus' conduit for decision-making by forwarding information to appropriate committees
- ***2 faculty per division*** (*Friday afternoons, 1:00 – 4:00*)

Attendance

- The Committee makes important recommendations that impact the campus and the divisions and departments you represent.
- Committee members mentor administrator, faculty and staff within their division through the Program Review Process. Members should be prepared to answer questions about the Program Review process and assist with writing documents.

Meeting Norms

Norms

The Review Committee will:

- Begin and end meetings on time
-
- Show up: members with more than two unexcused absences may be replaced
-
- Respond to meeting announcements using the Outlook accept/reject notice
-
- Support an atmosphere of respect
-
- Support one another
-
- Give the committee proceedings your full attention
-
- Come to meetings prepared.
-
- Treat sensitive information with professional discretion.

Tenets

- We are outside observers using written documentation to evaluate the justifications for departmentally or divisionally identified needs.
- Our job is to evaluate the veracity and severity of the needs expressed through the written documentation submitted. Other sources of information are discouraged.
- We are not advocates for any program, discipline, or Division. Advocating for our own programs dilutes our objectivity.
- It is the duty of the chairs of Program Review to be vigilant in guiding the discussion to the facts presented in the written documentation.

SBVC Mission Statement

San Bernardino Valley College provides quality education and services that support a diverse community of learners.

Old Business: Computer Science

- Computer Science Program Efficacy
 - Recommending 2 yr extension with Sp 11 update on SLOs and Curriculum
 - Program moved to new division/departement chair in 09/10
 - Precedence: Psych Tech, Paralegal, Business Calculations, Child Development Center
 - Now under management of FT CIT faculty
 - Program show evidence of planning

Needs Assessment Fall 2010

- Three Year Cycle ended in 08/09
- Fall 2009: Committee reviewed program review processes and two dominate themes emerged.
 - Program Review was cumbersome and unyielding
 - Eliminate duplication of information across campus

Forms: cumbersome and double duty

- Multi-page spreadsheet that addressed all 5 types of requests
- Asked for data we seldom used
- Hard for writers to fill out. Hard for committee members to print and read.
- Single page form for each type of request
- Utilizes existing reports and information
- Gives Programs to opportunity to add more information
- Simple to use, easy to read.

For example

2006 – 2009

Needs Assessment Process

- Committee sent NA forms to entire campus. Programs had 4-6 weeks to complete process
- Program submitted forms to the Division.
- The Division would call a meeting to prioritize the requests within the division and forward to Committee
- Program Review Committee would evaluate requests against the rubric

Cont'd

- PR Committee would rank requests met the rubric using division prioritization list
- PR Committee would forward their recommendations to the President.

Campus/Committee Concerns

- Division prioritization
- Probationary Programs
- Inappropriate Requests
- Programs/Individuals couldn't send requests directly to the committee

Proposed Process for 2010

- Committee sends NA forms out to the entire campus. Programs have 4 weeks to complete forms
- Programs forward requests to the Division Dean for review
- Programs submit forms directly to the PR Committee

Cont'd

- Program Review Committee would evaluate requests against the rubric
- PR Committee would rank requests met the rubric using division prioritization list
- PR Committee would forward their recommendations to the President.

New Process

Advantages

- Allow programs/individuals to submit requests directly to the committee
- No prioritization – requests would be ranked as equals

Concerns

- Division involvement – prioritization allowed for division wide discussion of program needs
- Program/Individual submissions could create a disconnect

Continue Past Practices?

- Division Prioritization
- Probationary Programs
- Types of Equipment Requests
- Replacement Faculty and Classified Staff

