



Minutes – PRC
30 August 2017 3:30 p.m.
Conference Room 600 Bldg

Members:

x	Stacey Bartlett		<i>Rob McCandless</i>
x	Craig Carmena	x	Susan Meacham
x	Darren Gurney	x	Kathy Royce

Guests:

x	Roberta Kelley	x	Frank Nigro
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1. Call to order: 3:30.
2. Introduction of new members. Guests and committee members introduced themselves and noted the reasons for their interest in the committee. In general, the interests were learning about, and from, other programs, and understanding how processes interweave and function.
3. Frank Nigro—Former Chair of PRC: Frank briefly talked about the history from PIC (program improvement committee)-PAC to the current PRC. He mentioned the current process being more robust, and shared the two different reviews the committee addresses.
1) The committee analyzes and reports on Program Reviews submitted by faculty within a discipline specific program and 2) The committee conducts the Program Review for University Studies and General Studies degrees.
4. Committee Review:
 - A. PRC Bylaws: The committee received a copy and scanned the bylaws and discussed committee membership, recognizing the CTE and GE experience and knowledge held by members. The value of a counselor on the committee was emphasized. Decision making and quorum requirements were noted and we agreed to follow a very “light” version of Robert’s Rules of Order, but recognizing consensus is the ideal outcome.

B. AP4020: The committee received a copy of Academic Procedure which details the outcomes for the PRC decision making processes. We discussed the high-degree of care that must be taken when deciding to discontinue a program. Frank noted that all of the discontinuances so far have been voluntary but he recognized the challenges that the committee might face in the future. We oohed and awed over the visual example of the process until Frank noted a typo.

5. Review May 10, 2017 minutes: Members and guests read the minutes and agreed with the accuracy. A motion to approve as amended (to remove a typo) was made by Susan, seconded by Craig, with no further discussion. Darren, Kathy, and Stacey abstained.

6. Discussion/action items:

A. Review: Pest Control Adviser Preparation Certificate Program Cert. 3450: This report was created by the discipline faculty with evidence for analysis coming from the previous PRC Chair. Copies of the Program Review document were distributed and discussion ensued regarding how the committee will function to analyze documentation and create the report. Consideration was given to the comments of Susan, Craig, and Frank based on their experiences. The general consensus following the discussion was that the documentation and evidence from available data sources, and a DRAFT of the Summary of Findings would be electronically sent to committee members to review and analyze, *in advance*, of the discussion and decision-making meeting. Additionally, it was decided to hold the meetings in a room which accommodates viewing specific evidence as needed. Stacey will draft the Summary of Findings section and resend the entire document to the PRC before Sept 13, the next scheduled meeting.

B. Craft/Review: University Studies Agriculture Sciences Program AA. 1491: Copies of the Program Review document was distributed and discussion ensued regarding the distinction between University Studies/General Studies degrees and discipline specific degrees. The first type are *generally* favored by counselors and offer many options for how students are able to earn a degree. The second type are *generally* more concentrated and narrow in focus. We also looked at the completed University Studies Biology degree to use as an example. We briefly reviewed the AA.1491 documentation as presented, and used it to inform our analysis process (with great assistance from Frank). We agreed with the following guidelines:

- 1). When data are created for analysis, use the program required courses vs all of the options listed
- 2). Analysis of courses should highlight low and/or highly enrolled sections. Check the cycle of when courses are offered especially when sections are low enrolled
- 3). Analysis of Success should reflect 70% as the standard for GE and 75% for CTE programs
- 4). Analysis of Retention should reflect 80% as the standard
- 5). The number of degrees earned and trends should be considered
- 6). It may prove helpful to look at other degrees that compete, or complement and specifically determine if an ADT degree is available
- 7). Determine when courses were last offered

- 8).As appropriate, see if other campuses offer the same or similar programs
- 9).Review mapping and provide a sample as evidence in the report
- 10).When and if comparing to statewide or DataMart sources, use same sample period (e.g. fall to fall vs fall-fall to annual)

7. Review Fall 2017 PRC’s Workload: Stacey referred back to the May minutes for programs which need reviews completed by October, and then handed out the work in progress sheet for 2016-17 cycle. She emphasized this choice of focus was so as not to overwhelm the new committee members (including herself!) with the bigger spreadsheet showing the workload for the entire 2017/18 cycle. She pointed out that two programs today are listed in the May 10, 2017 minutes:

General Studies: Agriculture Trades AS Degree	PRC-PR
University Studies: Agricultural Sciences AA Degree	PRC-PR
- Equipment Operations and Maintenance Certificate	PR*
- Horticulture – Irrigation Certificate	PR*
- Pest Control Advisor Preparation Certificate	PR*

8. Schedule Future Meetings: Done! Wednesday’s 3:30-5:00 as listed below

September	October	November	December
13, 27	11, 25	8	6

Stacey will send out Outlook Calendar appointments. Depending on workload by the December 6th meeting, a social component will be added to celebrate our accomplishments! Craig Carmena had to leave early to support an Agriculture event and the notion of confidentiality was brought forward by Darren. Confidentiality is not in the bylaws and side conversations might be of benefit with discipline specific expertise. Common sense should prevail.

9. Parking lot: Frank observed the value of this idea and encouraged the committee to keep it up. Below is the existing item from spring 2017.

- Possible style sheet for writers of program reviews.

10. Meeting adjourned at 4:55pm.