



## Minutes – PRC

**September 16, 2021 12:30-2:00 pm**

<https://shastacollege-edu.zoom.us/j/98609196769>

**PRC Fall meeting dates:  
1<sup>ST</sup> AND 3<sup>RD</sup> Thursday  
12:30-2:00**

1. Call to order. The meeting was called to order at 1:05 PM.

Committee members present:

X	Stacey Bartlett	X	Rob McCandless
	Chuck Spotts	X	Crystal Hilton
X	Nancy Skaggs	X	David Gatewood

2. Introduction of guests/new members. Welcome Sara Phillips, Director of the Center of Excellence – EWD.
3. Approval of the agenda. David motioned to approve the agenda. Rob seconded. The motion passed unanimously.
4. Review/Approve August 26, 2021 DRAFT minutes
5. Discussion/action items:
  - a. Discussion of Academic Senate and PRC. Stacey briefed everyone on the bylaws and the potential changes, and reported that the proposed changes have been sent to Cathy Anderson of Academic Senate for review. Program Review is part of the faculty 10+1, and if PRC becomes a standing committee of the Senate, then it will be under their purview to set the bylaws. The proposed changes went to the senate on Monday, 9/13 and there was a lively discussion but no decision. It will likely be on their agenda again in two weeks. In the meantime, the structure of the PRC work won't change. We will continue reviewing other college's PR processes, and continue working with Guided Pathways. If the Senate decides that the PRC is not a committee under their purview, then we will continue meeting as we have thus far. David and Stacey continued the conversation regarding who "owns" the process, and Stacey provided some institutional history for context.
  - b. University Studies: AA.1493 Physical Education. Stacey provided the data and process for this program review. PRC recommends this program continue without qualification. Rob explained that sometimes this degree is a catch-all, and we may be seeing fewer completers of this as we do a better job at steering students to more focused programs through Guided Pathways. Rob motioned to

approve the review as written, Crystal seconded, and the motion passed unanimously.

- c. General Studies: AS. 1499 Health. This program is unusual in that it is not in HSUP, but PEAT. Prior to the motion, there was a lively discussion regarding retention rates vs persistence. PRC recommends this program continue without qualification. Nancy motion to approve the review as written, Crystal seconded, and the motion passed unanimously.
- d. Review new forms for Voluntary Discontinuance. Review and discussion of two new forms, Qualitative Evidence and Voluntary Discontinuance Planning Form. The committee reviewed the forms and they will now go to Sara Phillips for review.
- e. Introduction to training for UNI and GEN studies. Ideally, programs that haven't had degree or certificate earners in X number of years would be reviewed, altered, and/or potentially removed. This committee hasn't had time to take this approach yet, as it has been back-logged since 2017. Further, the committee didn't want the perception that the PRC is where programs "go to die."
- f. Discussion about Rubric for use in evaluation process. Stacey brought up the idea of using a rubric. Ideally, and perhaps eventually, faculty who are reviewing their own programs will have a rubric and a form in which boxes can be checked off, highlighting a program's success as well as areas that need improving. At this time, the idea of a rubric is just coming to light, with the potential that the faculty would find it a useful tool for evaluating their own program, and the PRC would act as more of an oversight body rather than the actually doing the evaluations of each program.

Meeting dismissed at 2:02 PM.

6. Other?

7. Parking lot: Homework: Crystal. – Canvas (on hold); Nancy – unable to commit to a specific item at this time.