

Program Review Committee Meeting Notes – August 6, 2012 10am-Noon

Location: AC-4

IPRC Present: Jessica Gibbs, Debbie Chesser, Ed Burg, Theresa Shellcroft, Pat Wagner, Claude Oliver, Marsha Cole, Ed Heaberlin

NIPRC Present: Tim Johnston, Mark Clair, Jennifer Larriva, Rebecca Elmore

Guest: Tracy Davis (Academic Senate President)

### **Action Items**

#### **Handbook- Addressing the ACCJC team report**

- Based on comments in the April 2012 ACCJC Team Report, the committees agreed that the cycle length previously adopted would not serve VVC effectively. A three-year cycle, keeping the original A, B, and C tracks was agreed upon by committee members and the changes will be made in the handbook and program list by JG. An annual PRAISE cycle for non-instructional programs was agreed upon by the committees.
- The programs that have external reviews will be allowed to submit their most recent external review along with completing the portions of the VVC PRAISE specific to the college.
- The committee had a lengthy discussion in regards to the issues of the program list. The committee agrees that the list, as well as the definitions of a “program”, will be an important revision topic in the first revision cycle of the 2012-2013 year.
- A support schedule for programs to use the 10+1+1 checklist for revision of the 2011 PRAISE reports was drafted. JG will distribute to the 2011 PRAISE authors.

#### **Technical Changes**

- Some technical changes to the handbook as well as the templates associated with the handbook will be made by JG and EB and sent to the committee members for final comments.
- JG will assign “program codes” to the Program List” in order for a file naming system for PRAISE reports to be adopted. These assignments will be sent to the committee members for comments.

## **Discussion Items**

- Instructional Technical Review rubric- JG supplied the committee members with a draft. The committee members will bring comments/suggestions/revisions to the first meeting of the fall semester.
- Early Alert Notice for Instructional Programs- JG supplied the committee members with a draft. The committee members will bring comments/suggestions/revisions to the first meeting of the fall semester.
- Program Review Evaluation- The 10+1+1 checklist distributed included a URL to a survey in which participants can provide feedback regarding the previous program review process. The IPRC and NIPRC will discuss these results for consideration of future process in the fall semester.
- Fall meeting schedule- the first meeting of the fall semester will be 8/31/12 at 10am in AC-4. A more regular meeting schedule for the fall semester will be developed at that time.

Respectfully Submitted,

Jessica Gibbs