

Instructional Program Review Committee

Minutes

Date: 3/22/13 10:00 – 11:30am

Location: AC 5

Urgent Action Items

- Definition of a program at VVC-
 - The IPRC reviewed the definition of a program at VVC that has been proposed. The committee made a few edits and formally recommends to the Academic Senate the following:

Definition of an Instructional Program for the Purpose of Program Review

For the purpose of Program Review, an “instructional program” is defined as an organizationally distinct planning and evaluation unit with formally recognized leadership (chair, coordinator, facilitator), which is specified in the Program List, and an identified function, mission, and/or purpose. A program may consist of a single discipline or a group of related disciplines which share joint leadership and academic purposes.

- The IPRC also reviewed the proposed definition of a program for assessment purposes. The committee agrees with the proposal and formally recommends to the SLOAC the following for consideration:

Definition of an Instructional Program for the Purpose of Program Learning Assessment

For the purpose of program learning assessment practice and reporting, an “instructional program” is a defined sequence or grouping of courses within a discipline required for the completion of a major, degree, or certificate at Victor Valley College.

- Recommendation for revision to the Program Review Handbook to include DE prompts by the DE Committee:
 - The IPRC reviewed the recommendations and made a few minor edits. The recommended edits will be forwarded to the DE Committee for review.
- Program Review Assessment

- Date for Assessment by IPRC: __4/5/13 and 4/19/13 10:00 am – 3:00 pm__
 - Review and finalize Rubric: The IPRC made minor edits to the rubric and accepted it as its final format. The rubric will be applied to the 2011 PRAISE documents as well as the 2012 Annual Updates on the dates noted above.
 - Review and finalize Annual Update Survey to faculty: the IPRC made minor edits and the survey will be distributed to full-time and part-time faculty the week of 3/25/13-3/29/13.
- Draft an Assessment Discussion Guidance template (see attached).
- The IPRC made minor changes to the first draft. This final draft will be used for purposes of program review, but will also be recommended to the SLOAC for purposes of assessment dialog in the proposed annual assessment report (as discussed in the ad-hoc accreditation steering committee).

Discussion Items

- Super-Pac ad hoc committee and integration of IPRC recommendations and function: the IPRC chairperson will be serving on the ad-ho accreditation steering committee. The IPRC chair will communicate progress in the area of program review to this committee and contribute to the writing of Recommendation 2 in the October follow-up report to ACCJC.