

Program Review Committee Joint Meeting

Minutes

Date: 8/31/12 10:00-11:30am

Location: AC 4

IPRC Present: Jessica Gibbs, Debbie Chesser, Pat Wagner, Claude Oliver, Marsha Cole

NIPRC Present: Mark Clair, Jennifer Larriva, Rebecca Elmore, Patricia Bejarano-Vera

Discussion Items

- 2011 PRAISE revision 10 + 1 + 1 Checklist- progress report by Jessica Gibbs
 - To date, twelve programs have submitted their revisions to the 2012 PRAISE.
 - Supporting workshops continue- 8/31, 9/4 and 9/7
 - “Plan B”- After the 9/10/12 deadline, JG will review the 2011 PRAISE documents that were not submitted for incompleteness.
 - Those programs that are determined to have incomplete 2011 PRAISE documents will be contacted
 - The IPRC may manually update those documents based on TracDat information for assessment.
 - Request for approval for change to the document and uploading to SharePoint will be sent to those programs.
- Program Review evaluation process (survey)- update:
 - About six have been submitted. JG will send out a request to faculty to complete the survey if they were involved in PR.
- Rec 2 draft of the October report- Tim Johnston
 - JG, at the request of TJ, distributed the draft of the report for recommendation 2 for comments. Comments are to be sent directly to TJ before 9/7/12.
- Communication with the Accreditation Committee
 - The committee members felt that it would be beneficial to communicate Program Review progress and suggestions for future support and implementation to the Accreditation Committee. It has been noted that the Accreditation Committee has not met recently and there are no plans to meet until the November visit. The IPRC would like to suggest moving forward with future planning rather than deferring to a reactionary process. JG will contact Peter Alan.

Action Items

- Fall 2012 Meeting Schedule
 - The committee agreed to meet 9/13/12 2-3:30 pm for now. If this works out well for the members, we'll adopt a regular schedule.
- IPRC charge (draft attached)
 - The IPRC adopted the following committee charge:

The role of the IPRC at Victor Valley College is to:

- **Promote a sustainable practice of Program Review for ongoing improvement of Instructional programs in conjunction with the Non-Instructional Program Review Committee.**
- **Maintain the Victor Valley College Program Review Handbook and implement the processes outlined within.**
- **Provide support and promote integrity of the Program Review and PRAISE report process through an annual technical review.**
- **Evaluate and revise the process of Program Review based on inclusive feedback from Instructional programs in conjunction with the Non-Instructional Program Review Committee.**
 - The charge will be submitted by JG to the Academic Senate Vice President
- Technical Review Rubrics- instructional
 - The committee made initial revisions to the rubric. JG will make the suggested changes and post the document to SharePoint for review in the next meeting.
- Early Alert Notice for upcoming program review track
 - The committee made initial revisions to the Early Alert. JG will make the suggested changes and post the document to SharePoint for review in the next meeting.