

Instructional Program Review Committee

Meeting Minutes

Date: 9/28/12 10-11:30 am

Location: AC 5

IPRC Present: Jessica Gibbs, Debbie Chesser, Karen Tomlin, Claude Oliver, Ed Burg

NIPRC Present: Mark Clair

Action Items

- Committee members were assigned to programs on the Program List as PRARs. Members not present at the meeting were also assigned programs. These assignments will be finalized in the next meeting and reported to the faculty. JG will also list the assignments on the Academic Senate Program Review webpage.
 - Role of PRARs- each PRAR will serve as a contact for their assigned areas. Programs can receive information and assistance from their PRAR. PRARs will also regularly contact their assigned programs throughout Annual Update and PRAISE reporting, offer assistance and facilitate the program review timeline.

Discussion Items

- Academic Senate Program Review webpage- once the final 2011 PRAISE revisions are submitted JG will contact Justin Gatewood to have the reports from SharePoint placed into a drop-down box and uploaded to the Academic Senate Program Review webpage.
- 2011 PRAISE revision 10 + 1 + 1 Checklist- progress report by Jessica Gibbs- only a few more reports to be received. JG and CO have been in regular contact with these programs and report that they expect for those reports to still be submitted.
- Sustainable Practices- thinking ahead and moving forward!
 - Committee members will review the ACCJC Standards and each will provide one suggestion for encouraging sustainable and continuous practices in accordance with the ACCJC Standards. The committee will draft a list of recommendations to submit to the Accreditation Committee in the next meeting. Mark Clair will

supply additional information in regards to the standards for the committee's consideration.

➤ Definitions of Programs at VVC

- The committee discussed the upcoming first review of the definition of a program at VVC.
 - Considerations for the definition of an Instructional program include:
 - “programs” in which all faculty are adjunct
 - Benefits to each discipline being considered a “program” and therefore perform their own evaluation of the program and creation of their own unique PRAISE.
 - Related considerations include:
 - Identifying responsibility for the PRAISE
 - The review of the definition will begin in the next scheduled meeting.