

PROGRAM REVIEW STEERING COMMITTEE (PRSC)

Charge:

The Program Review Steering Committee (PRSC) will be responsible for guiding the program review process and developing and recommending policies, processes, and procedures related to college-wide program review.

The PRSC reports to the Institutional Effectiveness Council (IEC). In order to ensure the program review process meets the needs of the college and the community, the PRSC will consult with the Academic Senate and other governance councils and committees (as applicable) to facilitate continuous improvement of programs and services across the campus. The PRSC will also ensure the program review process is in compliance with related accreditation standards.

PRSC is also responsible for assisting in the execution of the program review process, providing training and support for program review authors and liaisons, in assessing program reviews, and in gathering feedback to inform improvements to the program review process.

Responsibilities/Guiding Principles:

1. Developing and refining college-wide program review standards and processes;
2. Creating, implementing, evaluating and improving the process for instructional and non-instructional program review assessment;
3. Ensuring the program review process facilitates meaningful, data-informed planning, assessment, dialog, and improvement;
4. Developing an annual summative report of unit-level planning priorities, achievements, needs, and challenges linked to college planning priorities;
5. Working with the Institutional Effectiveness Council to develop common institutional overarching needs analysis and identify challenges; and
6. Provide training and support to program review authors.

Tri-Chairs

Sr. Dean Institutional Effectiveness & Student Equity (Administrator Chair)

1 Instructional Faculty Co-Chair

1 Student Services Faculty Co-Chair

Composition

- 3 Tri-Chairs
- 3 Instructional Faculty (no more than 1 from each division area)
- 1 PT Faculty (instruction or student services)
- 1 Librarian
- 1 Student Services Faculty – General Counseling
- 1 Student Services Faculty – Transfer Center or Articulation Office
- 1 Student Services Faculty – Special Funded Programs
- 2 Administrators from Student Services
- 1 Administrator from Instruction
- 3 Classified Staff

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Resources:

College Deans

Vice President of Instruction

Vice President of Student Services

Vice President of Administrative Services

Meeting Schedule:

1st & 3rd Thursday

2p-4p

Approved by Instructional Program Review & Planning on 10/4/2018

Approved via e-mail by Student Services Program Review & Planning