Committee Procedures  
College of the Canyons Program Review Committee

I. Mission  
a. The purpose of the **Program Review Committee** (an Academic Senate subcommittee) is to provide training, advisement and assistance to College of the Canyons faculty and staff to facilitate and improve the program review process. The committee will provide leadership and guidance by reviewing comprehensive program reviews, annual plans, outcomes and assessment cycles, and evaluating the program review planning process.

II. Oversight  
a. The Academic Senate reviews the activity of the Committee and gives general direction to its work.

III. Duties and Functions  
a. The Program Review Committee will be responsible for maintaining a process by which instructional and administrative programs systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.

b. The committee will review all proposed procedural and content changes to the program review including budget processes.

c. The Committee will:
   i. Develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
   ii. Review final instructional and administrative program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
   iii. Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

IV. Membership  
a. The committee will be composed of appointed and standing members from faculty and administration.
   i. Appointed members
      1. One faculty member from each instructional division.
         a. Allied Health & Public Safety
         b. CTE
         c. ECE
         d. Enrollment Services/Counseling
         e. FAPA
         f. Humanities
         g. Kinesiology/PE/Athletics
         h. Learning Resources
         i. Math, Science and Engineering
         j. Social Science and Business

Approved by Academic Senate 2/14/2013 / Amended 12/6/2013
ii. The Program Review Committee is open to all but the goal is to include at least one representative from each academic division, with possible alternates to attend in case of absences.

iii. Standing members
   1. CIO or academic dean
   2. Dean, Instructional Support and Student Success
   3. Assistant Superintendent–Vice President, institutional development & technology or designee
   3. Academic Senate President or designee
   4. Professional Development Committee representative
   5. SLO coordinator

b. Any change in membership structure of the must be approved by the Academic Senate.

c. If a new academic division is created, it will be immediately entitled to representation within the committee.

V. Management
   a. The co-chairs will be elected at the first meeting of the academic year for a two-year term.
   b. The co-chairs shall have served at least one semester on the committee prior to his/her term.
   c. Only division representatives will have voting rights concerning academic program review processes and functions.
   d. Only administrative representatives will have voting rights concerning administrative program review processes and functions.
   f. When there is more than one faculty representative per division present, only one vote per division is allowed.
   g. While alternates may attend in place of division representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
   h. Committee chairs may vote only if they are also acting as their division’s main representative.
   i. Committee members will share the responsibility of taking minutes.
   j. All documents related to the business of the Committee will be posted on the COC intranet committee website.
   k. The committee will meet on twice each month during the fall and spring semesters.
   l. All changes to procedures and forms will be submitted to constituencies for review before implementation.
   m. Quorum will be 50% plus one of the total current membership.
   n. The Committee will make decisions based on a majority vote.
   o. The members of the Committee will be collaborative, engage in collegial discussions, be respectful of other members and presenters and their different points of view, and consider the college and community as a whole, not just the constituent group that the member represents.

Approved by Academic Senate 2/14/2013 / Amended 12/6/2013
The Committee will review this agreement on an annual basis.

VI. Attendance
   a. It is the responsibility of the committee member to notify a co-chair when he/she is unable to attend a scheduled meeting.
   b. If a member of the Committee isn’t able to attend a meeting, he/she is encouraged to ask another faculty member from the division to attend in his/her place.