

Program Review Committee Operating Procedures

Mission

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.

Oversight

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

Connections

Committee on Assessment of Student Learning (CASL)

President's Advisory Council on Budget (PAC-B)

College Planning Team (CPT)

Program Viability Committee

Accreditation Committee

Institutional Effectiveness and Inclusive Excellence Steering Committee (IE2)

Duties and Functions

- The Program Review Committee will be responsible for maintaining a process by which instructional and academic support programs (TLC, Library, Counseling, Service Learning, etc.) systematically assess themselves to ensure currency, relevance, appropriateness, and achievement of stated goals and outcomes.
- The committee will review all proposed procedural and content changes to the program review including budget processes.
- The Committee will develop, write, evaluate and update program review forms and procedures in collaboration with other constituencies, as appropriate.
- Review final instructional and academic support program reviews, identifying themes, and providing advisory guidance to faculty, staff and administrators.
- Provide an annual report of its activities and actions to the College Planning Team, the Academic Senate, and other constituencies.

Membership

- The committee will be composed of appointed and standing members from faculty and administration.
- The Program Review Committee is open to all but the goal is to include at least one representative from each academic school, with possible alternates to attend in case of absences.

Appointed members:

Two faculty co-chairs

One faculty member from each instructional school:

Math, Science, and Health Professions

Business

Applied Technologies

Student Services

Visual and Performing Arts

Humanities

Kinesiology/PE/Athletics

Learning Resources

Social and Behavioral Sciences

Two "at large" faculty members

One adjunct faculty member

Program Review Committee

Standing members or their designee:

CIO
Dean, Instructional Support and Student Success
Deputy Chancellor
Dean, Institutional Research
Dean, Instructional School
Academic Senate President
SLO coordinator or committee member
Curriculum Committee Chair or committee member

- Any change in membership structure of the committee must be approved by the Academic Senate.
- If a new academic school is created, it will be immediately entitled to representation within the committee.

Management

- Two co-chairs will be appointed by the Academic Senate president.
- The co-chairs shall have served at least one semester on the committee prior to his/her term.
- The committee will meet on twice each month during the fall and spring semesters.
- All changes to procedures and forms will be submitted to constituencies for review before implementation.
- All documents related to the business of the Committee will be posted on the COC intranet committee website.
- Committee members will share the responsibility of taking minutes if a staff member from Academic Affairs is unavailable.
- The Committee will review this agreement on an annual basis.

Voting

- Only faculty members will have voting rights concerning academic program review processes and functions.
- While alternates may attend in place of school representatives, they will not have voting rights unless the appointed representative has given permission for his/her proxy to vote.
- Committee chairs may vote only if they are also acting as their school's main representative.
- Quorum will be 50% of current voting members.
- The Committee will make decisions based on a majority vote.

Committee Member Expectations

- 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.
- Faculty members of the committee will participate in at least one faculty peer review of an academic program review per year.
- Members of the committee representing academic schools will report back to and solicit feedback from their constituencies regarding academic program review
- Members of the committee will be encouraged to help facilitate program review training sessions

Attendance

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