

**Program Review Committee**

**4/22/2016**

**Minutes**

**Present: Polly Owen, David Tom, Greg Goodhart, Angelo Frole, Lydia Gilmore, April Magoteaux, Adam Moskowitz, Curt Laird, Bruce Massis**

**Absent: Terrence Brown, Allysen Todd**

**1) Identification of "Programs"**

**The committee discussed what would constitute a program for the purposes of review. A&S has decided to begin the program review process by reviewing the AA and AS degree programs. H&H and BET Divisions need to review the Alpha list handed out and determine if there are groups of alphas that will be grouped for the purpose of program review. At this time program review will consist of only degree programs inclusive of any tracks or majors. Also included will be any large certificate programs listed in the college catalog with an accompanying ATS for degree completion, such as Surgical Technology and Medical Assisting. The work for the next meeting, May 2<sup>nd</sup>, is for H&H and BET Divisions to identify what alphas from the list will be group together for the purpose of program review.**

**2) Discussion of the program review cycle**

**After discussion it was determined that CSCC's program cycle will be every 3 years with a third of the programs being completed each year as we begin the process and thus each plotting into their three year cycle from their specific start year. It was determined that program reviews would be due the middle of August of the programs cycle year. Data sets for the previous 2 ½ years will be distributed to the programs up for review mid-spring semester. For example: a program with their review due August 2017 would receive 2014, 2015 and spring and summer 2016 data by the end of March 2017 in preparation for their**

**August report. This program's next review would not be until August 2020.**

**3) Review of H&H and BET draft guide**

**The draft guides will be discussed at the May 2<sup>nd</sup> meeting. I will check with Dr. Todd to see if the A&S draft will also be ready for a walk through by the group and if so ask her to send out the latest version to the committee. In preparation for the meeting, please review the guides thinking about if we are capturing the components needed for the review, if there additions or subtractions to be discussed, and if the questions are framed in a manner that will elicit analysis.**

**4) Asking questions that lead to analysis**

**See above**

**5) Relationship of Program Review to Assessment**

**Future discussion**

**6) Potential data sets needed**

**Think about this as you are reviewing the draft guides.**