

PROGRAM REVIEW COMMITTEE
~~Institutional Effectiveness Committee~~
PURPOSE AND PROCEDURES

PURPOSE:

~~Institutional Effectiveness Committee: The Institutional Effectiveness Committee will oversee assessment and evaluation of programs. The Institutional Effectiveness Committee will act as a resource to instructional and student services programs to develop their assessment plan. All programs at Bakersfield College will be scheduled for review on a six-year cycle to correspond with the Accreditation cycle. Members are encouraged to participate in the Accreditation Standard Subcommittees.~~

~~The Institutional Effectiveness Committee will be responsible for all program reviews (Instructional, Student Services and Administrative/Operational).~~

The Program Review Committee (PRC) will help ensure the institution has a systemic way of reviewing effectiveness in improving instructional programs, student services and administrative/operational areas, act as a resource and provide training to programs scheduled for review and provide recommendations, commendations and budget implications in response to reviews completed. Programs at Bakersfield College will be scheduled for review on a six-year cycle to correspond with the accreditation cycle with instructional programs scheduled the year following curriculum review.

~~The p~~Program review recommendations will be the primary source of information for College Council to develop the institutional master plan *institutional planning* as related to enhancing student learning and *administrative unit* outcomes. The ~~Institutional Effectiveness~~ *Program Review* Committee reports the Program Review results to College Council, ~~Curriculum Committee~~ and the College President. *The Program Review Committee will collaborate with the Assessment and Curriculum Committees to ensure overall institutional effectiveness.*

PROCEDURES:

Program evaluation is a process which examines instructional, student services, and administrative/operational programs, and assesses them in terms of the mission and goals of the college and district, the needs of the community, and provision of service to students. The program review process will ~~focus on student learning outcomes assessment to align with the themes of the Accreditation Standards~~ developed by the Accreditation Commission of Community and Junior Colleges (ACCJC). The programs will engage in conversations about their goals, measuring and demonstrating that goals are being achieved. This evaluation will lead to improvement of specific programs as well as overall institutional effectiveness.

The process of evaluation will take place on a six-year cycle. This includes evaluating and updating the ~~self-study~~ program review to reflect the implementation of recommendations and address ongoing assessment. The format and criteria for these studies will include both descriptive and evaluative information, (program's mission statement, goals, etc.) with an emphasis on student achievement and improving student learning for instructional, student services and administrative/operational programs.

Program Review Process:

1. ~~Institutional Effectiveness~~ Program Review Committee will notify program managers, department chairs, etc., about the timeline for completing the review process.
2. *As Curriculum Review is an integral part of Program Review, if Curriculum Review for instructional units has not been completed when due, departments will be notified that the committee will not accept program review documents until Curriculum Review is complete.*
3. *Program Review Committee will provide training to departments scheduled to complete a review.*
4. *Program Review Committee will indicate a due date for the completion of the program review draft that is no sooner than 6 weeks following the beginning of each semester.*
5. *Faculty and staff of the programs scheduled will complete a draft program review using forms provided by the Program Review Committee and provide the completed review to the committee by the due date.*
6. *Program Review Committee will examine the draft document and provide commendations and recommendations to the program, providing a new due date for the revised final document.*
7. *Programs will not be required to complete more than one revision of the document during their scheduled cycle.*
8. *Faculty and staff of the programs receiving commendations and recommendations from the committee complete a revised final document and provide to the committee by the due date.*
9. *Program Review Committee will vote on and provide final commendations, recommendations (if needed), a summary of the document and budget implications (evaluation of requests). Documented justifications present in the program review are noted as budget implications.*
10. *Program Review Committee will report conclusions to the program, College Council and the College President. As the institution continues to strengthen links of planning to budget, other committees may receive documents and conclusions as approved by the Academic Senate and Administrative Council.*
11. *Faculty and staff will present highlights of the program review to College Council and other committees as approved by the Academic Senate and Administrative Council to strengthen links of planning to budget.*

- ~~12. Institutional Effectiveness Committee will recommend at least one committee member, external to the program under review, who would act as a liaison to the faculty and staff of the program.~~
 - ~~13. Faculty and staff of the program, in consultation with the liaison will complete the self-study using the "Program Evaluation" format.~~
 - ~~14. The self-study will be submitted to the Institutional Effectiveness Committee 4-6 weeks before it is scheduled to be presented at an Institutional Effectiveness Committee meeting.~~
 - ~~15. Institutional Effectiveness Committee will review the self-study and recommendations prior to the program making its presentation.~~
 - ~~16. Institutional Effectiveness Committee will vote on the recommendations and report the findings and conclusions to the College Council, the Curriculum Committee and the College President.~~
 - ~~17. If recommendations indicate that follow-up is needed, the program area will have to submit a follow-up report as requested by the Institutional Effectiveness Committee on the progress made on the recommendations. Reports may be due in six-month increments, up to three years.~~
12. In order to link the budget and planning processes at Bakersfield College, Institutional Effectiveness Program Review Committee makes recommendations to the College President, College Council and other committees based on the following criteria:
- a) ~~The Curriculum Review (if required) and the Program Review documents were completed and turned into the appropriate committee on time.~~
 - b) ~~The documents show the program has been self-reflective.~~
 - c) ~~The budgetary needs including dollar amounts have been documented in Unit Plan and Program Review documents over a period of time.~~
 - d) ~~Budgetary requests for additional resources must provide evidence of one or more of the following:~~
 - ~~- Impacting students and community.~~
 - ~~- Impacting core classes or transfer classes.~~
 - ~~- Enabling innovation in the program.~~
 - ~~- Enabling assessment of learning outcomes.~~
 - ~~- Bringing program to industry standards.~~
 - ~~- Making program more competitive with other educational options.~~

~~Recommendations are made for the following three-year budget cycle for equipment, faculty, and staff as well as recommendations for one-time purchases in the current budget year. Dollars will be distributed based on institutional priorities.~~

COMPOSITION:

The composition of the *Program Review Institutional Effectiveness Committee*:

~~This committee will be comprised of at least 17 individuals from the Bakersfield College employee group (50% full-time faculty, 25% classified and 25% administrators) *The*~~

Program Review Committee(PRC) will have one Faculty Co-Chair and one Administrative Co-Chair. Committee composition will include up to 7 full-time faculty (appointed by the Academic Senate), 3 classified staff (appointed by CSEA) and 3 administrators (appointed by the College President), in order to achieve the ideal composition of at least 50% faculty and no more than 25% each of classified staff and administrators. If the Academic Senate deems more (or fewer) faculty are necessary to the operation of the committee, the composition percentage must apply and classified and administrative membership adjusted accordingly. Training in the process of program review at Bakersfield College will be provided for committee members. These individuals will serve as liaisons to the programs. Each individual will serve for a period of two years. Members are encouraged to serve for a term of at least two years and may serve more than one term.

(if 17 members = 9 faculty, 4 administrators, 4 classified)

Year 1	Year 2	Year 3
(9) members for a two-year term: (5) faculty (2) classified (2) administrators	(8) members for a two-year term: (4) faculty (2) classified (2) administrators	(9) members for a two-year term: (5) faculty (2) classified (2) administrators
(8) members for a one-year term: (4) faculty (2) classified (2) administrators		

~~If the committee has 17 members the Academic Senate will appoint the 9 full-time faculty members, the CSEA will appoint the 4 classified members and the College President will appoint the 4 administrators.~~

Institutional Effectiveness Program Review Committee Members:

Responsibilities:

- *Attend meetings regularly.*
- *Participate in program review training.*
- *Provide training for programs undergoing program review.*
- ~~Review the self-study each program's document, verify the validity of the self-study and complete the recommendation form.~~
- *Evaluate the processes used for program review annually and modify as necessary to meet the needs of the institution.*
- *Participation in the Accreditation Standard Subcommittees is encouraged.*

~~Regular attendance at Committee meetings is expected of all members; however, committee meetings and voting on all issues (including program presentations) will take place with a 51% attendance. Absentee voting on program recommendations will not be~~

~~allowed.~~ *When at least 51% of members are present, adequately reflecting the three employee groups, voting will be allowed. After three consecutive absences the Chair will may request the appropriate body to appoint another member.*

The purpose, composition, or procedures of the ~~Institutional Effectiveness~~ Program Review Committee can be altered only upon mutual agreement of the Academic Senate and College President.

Bakersfield College's Academic Senate derives its authorization fundamentally from Assembly Bill 1725 (AB1725) as it affects the provisions governing the California Community Colleges in the *Education Code*, specifically from **SEC. 4(s)(1), (s)(3), (t), (t)(1), (t)(3), and (t)(8)**; and *Title 5 of the California Code of Regulations*, specifically from **Article 2, Sections 53200, 53201, and 53203**. Based on these references in the *Education Code* and *Title 5*, Kern Community College District, in its ***Board Policy and Procedure Manual – Sections 6A, 6B, and 6G***- recognizes the Academic Senates of the district's colleges as the representatives of the faculty charged with making recommendations with respect to academic and professional matters to the presidents and management teams of each college, to the District Chancellor, and to the Board of Trustees. By extension – as provided by *Title 5, Article 2, Section 53203* – this recognition applies to any designees of an academic senate, in this case the faculty members of the Institutional Effectiveness Committee at Bakersfield College. Pertaining to the issues that are the concern of the Institutional Effectiveness Committee, the faculty members on the Committee will serve as representatives of the Academic Senate. The Academic Senate will intervene only if the procedures in this document are changed or violated, or if the Committee exceeds its authority as defined in this document.

Pertaining to district and college policies and procedures that have a significant impact on classified staff, CSEA representatives are authorized to jointly develop these processes pursuant to specifications outlined in Classified Participation in Governance, SEC 51023.5, (a)(4), (a)(5), et al, of subchapter 1 of chapter 2 of division 6 of Title 5 of the California Code of Regulations.