

Program Review Committee
Proposed Revisions to Committee Charge
(as of August 27, 2012)

NAME OF COMMITTEE	<i>PROGRAM REVIEW COMMITTEE (PRC)</i>
COMMITTEE CHARGE	<p>The Program Review Committee (PRC) will help ensure the institution has a systematic way of reviewing effectiveness in improving instructional programs, student services and administrative/operational area; act as a resource and provide training to programs scheduled for review; and provide recommendations, commendations, and budget implications in response to reviews completed.</p> <p>Committee members will:</p> <ul style="list-style-type: none"> ▪ Attend meetings regularly. ▪ Participate in committee training. ▪ Provide training for programs undergoing Program Review. ▪ Review each program’s document, verify the validity, and complete the forms associated with the Annual Program Review (APR) process. ▪ Evaluate the processes used for Program Review annually and modify as necessary to meet the needs of the institution. ▪ Participate in the Accreditation Standard Subcommittees as individual schedules permit. ▪ Prepare APR summary reports for submission to the President and College Council.
SCOPE OF AUTHORITY	Program Review recommendations will be a primary source of information to develop institutional planning as related to enhancing student learning and administrative unit outcomes.
COMMUNICATES WITH	College President, College Council, Academic Senate, Curriculum Committee, Assessment Committee, Accreditation Steering Committee, and Faculty Chairs & Directors Council.
MEMBERSHIP	<p>The Program Review Committee (PRC) will have one faculty co-chair and one administrative co-chair.</p> <p>Committee composition will include 8 full-time faculty appointed by the Academic Senate, with representation in the following areas:</p> <ul style="list-style-type: none"> 1 Career and Technical Education (CTE)

- 1 General Education (GE)
- 1 Basic Skills
- 1 Student Services
- 1 Library
- 1 Faculty Chair and Directors Council (FCDC)
- 1 Assessment Committee Liaison
- 1 at large

Up to 4 classified staff appointed by CSEA. CSEA recommends the following representation:

- 1 Student Services
- 1 Instructional
- 1 Administrative
- 1 CSEA president or designee

Up to 4 administrators appointed by the College President. The committee recommends the following representation:

- 1 Student Services
- 1 Instructional
- 1 Facilities
- 1 Information Technology
- Director of Institutional Research (ex-officio)

1 student representative appointed by the Student Government Association (SGA).

This will 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. Members are encouraged to serve for a term of at least three years and may serve more than one term.